

**Proforma for application for the posts on Deputation / Short term contract basis advertised  
vide Advertisement No. \_\_\_\_\_**

1.	Name (in Block Letters) :  Address (Office) :  Address (Residence) :  Telephone No. (Office): (Residence): e-mail id:		PASTE A COPY OF THE LATEST PASS-PORT SIZE PHOTOGRAPH			
2.	Date of Birth (in Christian era)					
3.	Date of retirement:					
4.	Age as on the closing date for applications:					
5.	Educational Qualifications (enclose attested copies of certificates)					
	Qualifications possessed	Experience Possessed				
6.	Please State clearly whether in the light of entries made by you above, you meet the requirements of the post					
7.	Do you hold analogous post on regular basis under the Central Government or do you hold any other post with requisite years of service under the central govt. in any specified category next below the analogous post with pay scale (pay band) and grade pay. If so, please specify with reference to the post applied for					
8.	Do you hold requisite years of experience for the post applied for					
9.	Details of employment in chronological order (starting from entry in service). Enclose separate sheet, duly authenticated by your signature if the space provided is insufficient :					
	Office/ Institution	Post held (regular/ adhoc/ deputation)	Scale of pay and Basic pay	From	To	Nature of duties (full detail) [Mandatory]

10. Nature of present employment :	
11. In case the present employment is held on deputation/contract basis, please state : a) The date of initial appointment : b) Period of appointment on deputation/contract : c) Name of the parent office organization :	
12. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post	
13. Are you in revised scale of pay? If yes, date of revision and pre-revised scale :	
14. Total emoluments per month now drawn	
15. Additional information, if any, which you would like to mention in support of your suitability for the post :	
16. Category:	
17. Remarks:	
18. Full postal address of the forwarding authority With name designation and telephone number	

\_\_\_\_\_  
Signature of the candidate

Place:

Date:

**Certificate to be furnished by the Employer/ Head of office/ forwarding authority**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that: -

- i. There is no vigilance or disciplinary case pending / contemplated against \_\_\_\_\_
- ii. His / her integrity is beyond doubt.
- iii. Copies of his / her ACRs for last five years, attested on each page by an officer not below the rank of Under Secretary to Govt. of India are enclosed.
- iv. No major /minor penalty has been imposed on him / her during the last ten years\*
- v. A list of major / minor penalties imposed on him/her during the last ten years is enclosed.\*

Signature \_\_\_\_\_  
Name & Designation  
Tel. No. and e-mail ID  
Office Seal

Place :

Dated :

List of enclosures :

- 1.
- 2.
- 3.

Note : \* Strike out which is not applicable