

PROFORMA FOR THE POST OF ASSISTANT DIRECTOR (Official Language), SPORTS OFFICER, ASSISTANT INSTRUCTOR (CORE FORESTRY /ENGINEERING AND SURVEYING), ACCOUNTANT, STENOGRAPHER GRADE-I, and UDC ON DEPUTATION BASIS

Application for the post of _____ at (place) _____

1. Name and address (in Block letters)
2. Date of birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

	Qualifications/Experience required	Qualifications/Experience possessed by the Officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Institute/ Organization	Post held	From	To	Pay Structure		Nature of duties in detail
				Pay band	Grade Pay	

* Basic pay in the post being held on regular basis

8. Nature of present employment, i.e., ad-hoc or temporary or permanent
9. 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 to which you belong

10. Date of return from the last ex-cadre post, if any.

11. Additional details about present employment:

Please state whether working under: -

- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Government Undertaking
- (e) University/Institution

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:

13. Total emoluments per month now drawn:

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

15. Whether belong to SC/ST/OBC

16. Remarks

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address

Telephone No.

Mobile No.....

Fax No.

Email Address

Signature

Name and Department with Office Seal

Phone No.

Fax No.

MINISTRY OR DEPARTMENT

No.....

Date 2018

CERTIFICATE

- (i) Certified that the _____ has no objection for appointment of Shri/Smt/Km. _____ under the Directorate of Forest Education, Government of India, Ministry of Environment & Forest on deputation.
- (ii) Certified that there is no vigilance case pending/contemplated against Shri/Smt/Km. _____
- (iii) Certified that the Integrity of Shri/Smt/Km. _____ is beyond doubt.
- (iv) Certified that no major/minor penalties has been imposed on Shri/Smt/Km. _____ during last 10 years.
- (v) The list of major/minor penalties imposed on Shri/Smt/Km. _____ during last 10 years may be treated as "NIL".

Signature.....
Name and Department/Office seal