

PROFORMA

APPLICATION FOR THE POST OF UPPER DIVISION CLERK at
ON DEPUTATION BASIS/TRANSFER ON PERMANENT ABSORPTION BASIS

1. Name of the Candidate :
(block capitals)
2. Name of the Institute where working now :
3. Full postal address :
4. Post held at present with the date of appointment indicating whether on regular basis :
5. Date of Birth :
6. Educational qualification giving details of examination passed from matriculation onwards :
7. Details of Technical/other qualifications, if any, also details of the Departmental Examination, if any passed :
8. Whether belong to SC/ST/Neither :
9. Service Details :

Name of the Institute	Post Held	Scale of Pay	Period		Nature of Duties	Whether ad-hoc or on regular basis
			From	To		

10. Any other information/particulars relevant to the service of the applicant :

I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief.

SIGNATURE OF THE APPLICANT

Certificate to be furnished by the Head of the Office

Certified that the information furnished by the aforesaid applicant has been verified from the office/service records and found correct.

Date:

Signature with Seal