

Proforma:

- (1) Name and Address in Block Letters:
- (2) Date of Birth (in Christian Era):
- (3)
 - (i) Present Post Held:
 - (ii) Name of the Organisation where posted:
 - (iii) Date of entry into regular service:
 - (iv) Date of Superannuation:
- (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 as mentioned in the advertisement / vacancy circular | Qualifications / Experience possessed by the officer |
|---|---|
| <p>Essential</p> <p>(a) Qualification as per advertisement</p> <p>55% marks in Masters Degree from a Recognized University.</p> <p>(b) Experience as per advertisement</p> <p>From amongst the officers or employees of the Central Government or State Government or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government holding analogous post on regular basis in the parent cadre or department.</p> <p>or</p> <p>Officers of the Central / State Government / Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government in the Pay Band-3 (Rs. 15600-39100), Grade Pay of Rs. 6600 with five year service or officers of the Central / State</p> | <p>Essential</p> <p>(a) Qualification</p> <p>(b) Experience</p> |

| | |
|--|--|
| Government in the Pay Band-3 (Rs. 15600-39100) Grade Pay of Rs. 5400 with ten year of service | |
| Desirable (a) Qualification Ph.D or M.Phil or at least one year training in the relevant field at national or international institution or organization. (b) Experience | Desirable (a) Qualification (b) Experience |

(Add Additional Sheet if necessary)

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| (6) | Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post. | |
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(7) Details of Employment, in chronological order Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

| Office/ Institution | Post Held on regular basis | From | To | * Pay Band and Grade Pay / Pay Scale of the post held on regular basis | Nature of duties (in detail) highlighting experience required for the post applied for |
|------------------------|-------------------------------|------|----|--|---|
| | | | | | |

* Important : Pay-Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where subh benefits have been drawn by the Candidate, may be indicated as below:

| Office/Institution | Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme | From | To |
|--------------------|---|------|----|
| | | | |

(8) Nature of present employment (i.e. Adhoc or temporary or quasi – permanent or permanent)

(9) In case the present employment is held on deputation / contract basis, please state:

| Date of Initial Appointment | Period of appointment on deputation / contract | Name of the parent office/ organization to which the applicant belongs | Name of the post and pay of the post held in substantive capacity in the present organization |
|-----------------------------|--|--|---|
| | | | |

| | | |
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| (10) | If any post held on deputation by the application in the past, date of return from the last deputation and other details. | |
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(11) Additional details about present employment:

- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Government undertaking
- (e) Universities
- (f) Others

(12) Are you in the 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

| Basic pay in the pay Band | Grade Pay | Total Emoluments |
|---------------------------|-----------|------------------|
| | | |

- (14) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

| Basic Pay with scale of pay and rate of increment | Dearness Pay/ interim relief/ other allowances (with break-up details) | Total emoluments |
|---|--|------------------|
| | | |

- (15) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

| | | |
|------|---|--|
| (16) | <p>Achievements: The Candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> (i) Research publication and reports and special projects. (ii) Awards/ Scholarships / Official appreciation (iii) Affiliation with the professional bodies/ institutions / societies (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition and; (vi) Any other information | |
|------|---|--|

- (17) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate
Name: _____

Office Address: _____

Telephone/Fax/Email: _____

Date:

Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum. _____
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years **or** A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:
(Employer/ Cadre Controlling Authority)
Name in Block Letters:
Designation:
Office Seal:
Email: