

**APPLICATION FOR THE POST OF PROJECT MANAGER / ACCOUNTS & ADMIN ASSISTANT
(ON DEPUTATION/CONTRACT BASIS).**

Bio-data proforma

1. Advertisement No. and title of Post applied for:.....
2. Name and Address in Block letters :.....
3. Date of Birth (in Christian era) :.....
4. Date of retirement under Central/
State Government Rules :.....
5. Service to which belong :.....
6. Educational Qualifications :.....
7. 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	Qualifications/Experience possessed by the officer
Essential (1) (2) (3)	
Desirable (1) (2)	

(Add additional sheet, if necessary)

8. Please state clearly whether in the
light of entries made by you above,
you meet the requirements of the
post :.....

Cont'd

9. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Orgn.	Post held on regular basis	From	To	Level and pay in pay matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

10. Nature of present employment i.e.,
Ad-hoc or Temporary or Permanent :.....

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/ to which
the applicant belongs :.....

(d) Name of the post and Pay of the post held in
substantive capacity in the parent organisation:.....

11.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

11.2 Note: Information under Column 11 above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

12. If any post held on deputation in the past
by the applicant, date of return from the
last deputation and other details :.....

Cont'd

13. Additional details about present employment:

Please state whether working under:

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

13. 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.

14. Total emoluments per month drawn as on date :

Level in Pay Matrix	Pay drawn	Total Emoluments

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

:

16. Whether belongs to SC/ST

:

17. Remarks

:

Signature of the Candidate

Address

Tel./Mobile No./E-mail

Place :

Date :

**Countersigned
(Employer)**