

Proforma for application for the post of Despatch Rider on Deputation/Absorption basis in the Office of UPSC

- 1 Name and postal address (in Block Letters) with Telephone/Mobile no.
- 2 Date of Birth (in Christian Era)
- 3 Date of retirement under Central Govt. Rules
- 4 Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5.a Do you hold analogous post on regular basis in the parent cadre or department; or
- 5.b Do you possess three years regular service in posts in the PB-1 of ₹5,200-20,200/- with Grade Pay of ₹1,800/- or equivalent; and
- 5.c Do you possess a valid driving licence for driving a three-wheeler auto rickshaw, delivery van or any other vehicle?
If yes, enclose copy:
- 5.d Do you possess Middle school pass certificate from a recognized school?
If yes, enclose copy:
- 6 Details of employment, in chronological order (Starting from entry in Central Government service).
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office / Organisation	Post held with Scale of Pay	Period of Service		Basic Pay (Pre-Revised)			Basic Pay & Level as per 7 th CPC Pay Matrix	Nature of Appointment whether Regular/Ad-Hoc /Deputation
		From	To	Pay in PB	GP	Basic Pay		

- 7 Nature of present employment, i.e ad-hoc or temporary or permanent
- 8 In case the present employment is held on deputation please state

One

- (a) The date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of parent office/Organization to which you belong

9 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

Date	Pay Band & GP as per 6 th CPC	Basic Pay As per 6 th CPC	Date of Revision of Pay	Level as per 7 th CPC	Revised Basic Pay as per 7 th CPC

Signature of the official:

Name of the Official:

Full address of the office:

Tel/RAX.No:

Dated:



(Certified 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 either pending/contemplated against Shri/Smt. _____

(ii) His/Her integrity is certified.

(iii) His/Her dossier in original is enclosed/photocopies of the APARs for the last 05 years (2013-14 to 2017-18) duly attested by an officer of the rank of Under Secretary or above, are enclosed. (whichever is applicable)

(iv) No major/minor penalty has been imposed on him/her during the last 10 years.*

(v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

Signature:

**Name
& Designation:**

Tel.No:

Fax No.:

Office Seal:

Place:

Dated:

List of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out whichever not applicable)

