

Attested
Photograph

PROFORMA

Post applied for :Office Superintendent in scale Rs 9300-34800/- and GP Rs 4200/- Level 6 as per notification vide No SER/P-HQ/EP/210/LDCE(OS) Dated 19.02.2020

1	Name in full (Block letter)	:				
2	Father's/Husband's Name	:				
3	PF No	:				
4	Phone No Office & Mobile	:	Phone No(Office)	Mobile No		
5	Date of Birth	:				
6	Whether UR/SC/ST	:				
7	a)Present Designation, & Level on regular measure b)Date of entry to present grade c) whether Regular or ad-hoc or MACP d) If not regular, details of substantive grade	:				
8	a) HQ & Department in which working b) If working outside the cadre, the name of the office where lien is maintained	:				
9	Working under(Controlling Officer)	:				
Applicants are to be filled up the following eligibility criteria against which he/she considers himself/herself eligible to apply for the post of Office Superintendent(20%) LDCE						
10. Eligibility criteria of Para 2 (i&ii)& 3 of the notification						
a)	Date of regular service as Sr Clerk	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
b)	Date of regular service as SrTypist	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
c)	Date of regular service as Jr Clerk	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
d)	Date of regular service as Jr Typist	:	Date of regular promotion		Length of service	
			DD	MM	YYYY	YY MM DD
e)	Length of service of Jr Clerk/Jr Typist & Sr Typist put together	:	Length of Service			
			YYYY	MM	DD	
c)	Date of passing the Graduation (Essential)	:	DD	MM	YYYY	

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

Signature of the employee & date

Forwarded for necessary action

Signature of the Controlling Officer
with Office Seal

Particulars given by the employee have been verified with the Service Records and found correct:
Application Accepted/Rejected

If rejected grounds of rejections:
(To be signed by competent authority)



Signature of the Staff Officer