

CENTRAL ADOPTION RESOURCE AUTHORITY

PROFORMA FOR APPLICATION

Application for the post of _____ in CARA on deputation basis (by transfer on deputation on foreign service terms)

1.	Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of birth and Age (as on closing date of Advertisement)	
4.	Gender	
5.	Postal Address with Contact no. & e-mail	
	(i) Office	
	(ii) Residence	
6.	Date of entry in Govt. Service	
7.	Date of superannuation as per existing applicable rules	
8.	Substantive post held in the Parent Department on regular basis:	
	(a) Name of the post	
	(b) Name of the Organisation	
	(c) Status of the Organisation (Attached/Subordinate Office of a Central Govt. Ministry; or Central Autonomous Organisation /Central Public Undertaking of a State Govt./UT	
	(c) Administrative Ministry/Deptt.	
	(e) Pay-Band on regular basis since	
	(f) Pay-in-pay band at present	
	(g) Present Grade Pay on regular basis since	
	(h) Basic Pay at present Ad'hoc /regular) (Plz. Mention - Regular or after getting MACP)	
	(i) Nature of duties (Actual in details)	
9.	Present Post held (if on deputation)	
	(a)Name of the post	
	(b)Name of the Organisation	
	(c)Status of the Organisation	
	(d)Pay Band	
	(e)Pay-in-pay band	
	(f)Grade Pay	
	(g)Basic Pay	
	(h)Period during which the post held (from _____ to _____)	
	(i)Nature of duties performed (Actual in details)	

10. Details of past service(s)						
S.N.	Organisation	Post	Pay Band/ Pay Scale	Grade Pay	Period From_to__	Duties/responsibilities(Actual in details)

11. Essential and relevant qualifications			
S.N.	Examination passed/ name of degree	Year of passing	Board/University
(i)			
(ii)			
(iii)			
(iv)			

12. Any technical /professional qualifications and relevant experience (including computer related, secretarial and or administrative) with supporting documents.			
S.N.	Type of experience (Actual in details)	Year(s)/ period of experience	Institution(s) from which such experience obtained
(i)			
(ii)			

13.	Additional information, if any, which you would like to mention in support of your suitability for the post.	
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Declaration :

I declare that all the information in my application is true. I fulfill the criteria (essential qualifications, experience and required number of years of qualifying service in the substantive post/grade pay on regular/continuous basis in the feeder grade)for the post as advertised.

Signature of the candidate _____
Name _____
Place: _____ Date: _____

Note : If the existing Pay Scale of the applicant is other than 7th CPC, a clear match with Pay Matrix of 7th CPC may be indicated with proof.

TO BE FILLED BY FORWARDING OFFICE OF THE APPLICANT

Office							
Category of Office Place	Central Ministry	Department	Attached Office	Subordinate Office	Central Autonomous Body	State Govt.	Other
Tick(√)							
Present Post							
Date of continuous appointment to the present grade pay	Present Pay Band		Present Grade Pay		Pay in the pay band at present		

Verification/certification of service particular by the Authorized Officer of the Cadre Controlling Authority.

Certified that all the information mentioned by the applicant in his application as mentioned above have been verified, including work experience, from the records and found to be correct.

It is also certified that Sh./Ms._____ has been working as _____ in his/her substantive post/grade pay on regular/ continuous basis w.e.f._____.

He/She fulfills the eligibility criteria (essential qualifications, experience and required no. of years of qualifying service in the substantive post/grade pay on regular/continuous basis in the feeder grade) for the post as advertised.

Signature with date
(Authorized Signatory)
Designation:
Office Seal
Phone/Mobile:
Fax:
E-mail