

Application Proforma for Deputation
For the post of _____

1	Name and address (in Block letters)		Affix passport size photograph, duly attested				
2	Date of Birth (In Christian Era)						
3	Date of retirement under Central/ State Government						
4	Educational Qualifications						
5	Whether possesses the requisite service/experience as prescribed for the post in advertisement? Please specify details.						
6	Permanent postal address with pin code						
7	<u>Contact details</u> a) Mobile No., Landline No. b) e.mail id						
8	Details of employment in chronological order (under Central / State Government)						
	Sl. No.	Office/Institution	Post held on regular basis	From	To	Basic Pay (Level in Pay Matrix)	Nature of duties
9	Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent						
10	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 applicant belongs	Name of the post and pay of post held in substantive capacity in the parent organization			
11	Additional information, if any						

It is certified that the information furnished above is true and correct to the best of my knowledge.

(Signature of the Candidate)

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the information/details provided in the above application (Annexure-I) by the applicant are true and correct as per the facts available on records. He/she possesses experience mentioned in the vacancy circular/advertisement. If selected, he/she will be relieved immediately.

2. It is also certified –

- i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt/Ms. _____.
- ii) That his/her integrity is certified.
- iii) That his/her ACR/APAR dossiers (duly attested) for last five years are enclosed.
- iv) That no major/minor penalty has been imposed on him/her during last ten years or a list of major/minor penalties imposed on him/her during last ten years is enclosed (as the case may be).
- v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Encl. : 1.

- 2.
- 3.
- 4.

Signature _____

Name & Designation _____

Office Seal