

Annexure-A

PROFORMA

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	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)		
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post		
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient		
	Office/ Institution	Post held	From To Scale of Pay and Basic Pay Nature of duties (in detail)
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent		
9.	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 you belong		
10.	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government, (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities		

11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
12.	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		
13.	Total emoluments per month now drawn		
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).		
15.	Please state whether you are applying for deputation (ISTC)/ Absorption/ re-employment Basis. (Officers under Central/ State Governments are only eligible for Absorption ? Candidates of non- Government Organizations are eligible only for Short Term Contract.)		
16.	Whether belongs to SC/ST		
17.	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/Official Appreciation(iii) Affiliation with professional bodies/ institutions/ societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient)		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address-----

Date_____

Countersigned

(Employer with Seal)

ANNEXURE-A**CURRICULUM VITAE PROFORMA**

1.	Name and Address (in Block Letters)	:															
2	Date of Birth (in Christian era)	:															
3	Date of retirement under Central Government Rules	:															
4	Educational Qualifications	:															
5	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). Essential Desired Experience	Qualifications/ Experience required the officer (1) (2) (3) (1) (2) (1) (2)	Qualifications/ Experience possessed by														
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8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent	:															

9	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 you belong.	:	
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11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	:	
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15.	Whether belongs to SC/ST	:	
16.	Remarks, if any.	:	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date :

Address for Correspondence:

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available in the records. He/She possesses the academic qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- (ii) His/her integrity is certified.
- (iii) His/Her CR dossier in original is enclosed/photoCopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv). No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/cadre control authority with seal)
