

PROFORMA FOR APPLICATION

Annexure-I

Sl. No.	Details required:	Details furnished
01.	Post Applied for: Separate Application required if applied for more than one post:	
02.	Name, Designation and Complete Postal Address of the Office in which working: along with the Telephone No. and Email I.D.	
03.	Status of the Department: i.e. Whether it is Central Government /State Government and Name of the Ministry/Department:	
03.	Date of Birth (in Christian Era)	
04.	Educational Qualifications:	

05. Details of employment in chronological order (Enclose a Separate Sheet, if required)

Sl. No.	Office/Institute/ Department/ Organisation	Posts Held (Regular)	From	To	Pay and Pay	Band Grade	Period of Experience* and nature of duties

06.	Nature of present Regular employment :	
07.	Nature & extent of other assignments (i.e. Short term, Deputation etc.):	
08.	Total emoluments per month now drawn:	
09.	Additional information, if any, in support of suitability: for the post. Enclose a separate sheet, if the space is insufficient.	
10.	Whether belong to SC/ST/OBC:	
11.	Particulars of documents enclosed: (indicate in a separate list)	
12.	Also state whether submitted application through proper channel	
13.	Also state whether certificate of Cadre Controlling Authority enclosed.	

Place:
Date:

Signature of the Candidate
Telephone No.:

Annexure-II

Certificate (To be given by the Cadre Controlling Authority)

1. Certified that the particulars of the officer as furnished above have been verified and found to be correct.
2. The officer is holding the post / analogous post on regular basis.
3. Certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the Officer is also certified.
4. A list of major/minor penalties imposed, if any are enclosed. Copies of APARs for the years _____ are enclosed.

Encl:-

Signature of the Cadre Controlling Authority/
Head of the Department with Seal
Office Telephone No.
Fax No.
E-Mail Id:
