

ANNEXURE-I

PROFORMA FOR APPLICATION

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 one is working along with the Telephone No. and Email I.D. of the office	
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.	Mobile Number of the applicant and Email Id of the applicant and controlling authority.	

06. 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

* The period of experience may include no of years spent in vigilance or No. of departmental inquiries conducted as inquiry officer/Defence assistant/ Presenting Officer.

07.	Nature of present Regular employment :	
08.	Nature & extent of other assignments (i.e. Short term, Deputation or any other special assignment given etc.)	
09.	Total emoluments per month now drawn:	
10.	Additional information, if any, in support of suitability: for the post. Enclose a separate sheet, if the space is insufficient.	
11.	Whether belong to SC/ST/OBC:	

12.	Indicate three choices of stations (in order of preference):	
13.	Particulars of documents enclosed: (indicate in a separate list)	
14.	Also state whether application is submitted through proper channel	

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. Copies of ACRs for _____ years are enclosed.
4. No major/minor penalty has been imposed during the last 10 years.

Encl:-

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