

PROFORMA

Application for the post of **Private Secretary /Personal Assistant** giving the following details should be sent to the Director, Indian Institute of Horticultural Research, Hessaraghatta, Bengaluru-560089 / CHES, Bhubaneswar/ CHES, Hirehalli on or before **28/02/2022**

1.	Name of the candidate (Block letters)		
2.	Name of the Institute where presently working		
3.	Postal address		
4.	Date of appointment on regular basis in the present post		
5.	Whether permanent / temporary		
6.	Date of Birth		
7.	Educational qualification giving details of examination passed from matriculation onward		
8.	Details of Technical / other qualifications if any also details of the Departmental examination if any passed.		
9.	Whether belongs to SC/ST		
10.	Service details		

Name of the Institute	Post held	Scale of pay	Period		Nature of duties
			From	To	

1.	Any other information / particulars relevant to service of the applicant		
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DECLARATION

11. I, _____ hereby declare that all the statement made above are completed and correct to the best of Knowledge and belief. In the event of my information found false or incorrect at any time before or after the selection may be taken against me and shall abide by the decision of the Director ICAR-IIHR, Bengaluru.

Signature of the candidate with date

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

12. Certificate that information furnished by the candidates has been verified from the service records of the applicant and found correct.
13. It is further certified that no disciplinary action has been taken, initiate or being contemplated against the employee.

14. Date:

Signature of the Head of Office / Director