

**APPLICATION PROFORMA FOR THE POST OF PERSONAL ASSISTANT/ ASSISTANT AT ICAR-INDIAN INSTITUTE OF SOIL SCIENCE BHOPAL-462038**

- 1 Name of the candidate (Block letters)
- 2 Name of the post applied for
- 3 Postal Address
- 4 Name of the Institute where the candidate is working presently
- 5 Date of birth
- 6 Present post held with date of appointment on regular basis
- 7 Present basic pay
- 8 Education qualification giving details of examination passed from matriculation onwards
- 9 Technical qualification/other qualifications, also details of Departmental examination passed if any
- 10 Details of Service including present post

Name of the Institute	Post Held	Scale of Pay	Period		Nature of duties
			From	To	

- 11 Whether permanent/temporary
- 12 Whether belongs to SC/ST
- 13 Any other information

**Declaration**

I do hereby declare and certify that the information furnished are correct and true to the best of my knowledge and belief.

Date

Signature of the applicant.

**Certificate to be furnished by the Head of the Department/Office**

1. Certified that the information furnished by the candidate has been verified from the office/service record and found correct.
2. Certified that no vigilance clearance or disciplinary cases is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her.
4. Copies of APAR dossiers for the last five years are enclosed.