

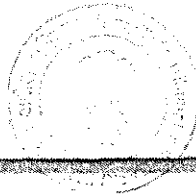
PROFORMA

PHOTO

1. Name of the post applied					
2. Name and Address (in Block Letters) With email id and contact number					
3. Date of Birth (in Christian era)					
4. (i) Date of entry into service					
(ii) Date of retirement under Central/ State Government Rules					
5. Educational Qualification					
6. Whether qualifications required for the post are satisfied.					
A) Qualification:					
B) Experience					
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
8. Details of the employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/ Organisation	Post held	From	To	Scale of pay	Nature of duties



*Important: Pay- band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only pay band and grade pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated below:			
Office/ Institution	Pay-band and Grade Pay drawn under ACP/ MACP scheme	From	To
9. Nature of Present employment i.e. Ad- hoc or temporary or Quasi Permanent or Permanent			
10. In case the present employment is held on deputation/ contract basis, please state -			
a) Date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate</p> <p>9.2 Note: Information under column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/ organisation.</p>			
11. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
12. Additional details about present employment			
Please state whether working under (include the name of your employer against the relevant column)			
a. Central Government			
b. State Government			



<p>c. Autonomous Organisation d. Government Undertaking e. Universities f. Others</p>	
<p>13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
<p>14. 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</p>	
<p>15. Additional information, if any, which you would like to mention in support of your suitability for the post</p>	
<p>16. 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 Organization are eligible only for Short Term Contract)</p>	
<p>*(The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>17. Whether belongs to SC/ ST</p>	

I do hereby declare that the information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:

(Signature of the Candidate)

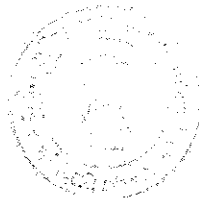


Certificate by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on the record. He/ she posses the qualification and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

2. Also certified that

- i. There is no vigilance/ disciplinary case pending/ contemplated against Shri/ Smt/ Km.
.....
- ii. His / her integrity is certified.
- iii. His / her CR dossier in original/ photocopies of the ACR for last 5 years duly authenticated by an officer of the rank of Under Secretary to 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 last 10 years is enclosed (as the case may be).



Government of India
Ministry of Finance, Department of Revenue,
Appellate Tribunal (SAFEMA)
New Delhi – 110003.
Telephone: 011-20819916/15

Dated :13.10.2023

Corrigendum

In the vacancy circular No. 2(Estt)/ATFP/94-Vol.II dated 6th October, 2023 in the table name of post should be read as “Staff Car Driver (Ordinary Grade).”

Yan
13/10/2023
(Anoop Kumar Parmar)
Registrar

Email: registrar-atfp@gov.in

Copy to :-

1. All the Ministries/Department under the Central Government.
2. Under Secretary (CA Cell), North Block, New Delhi with request to update it on Department's website as well as CBIC and CBDT website and circulate it among all the Ministries/Departments under Central Government.
3. The Directorate General Resettlement, West Block-IV, Rama Krishna Puram, New Delhi – 110 066.
4. Notice Board