



**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(Ministry of Ports, Shipping and Waterways, Govt. of India)**  
A-13, Sector -1, Noida – 201301 (U.P.)  
Phone : 0120 – 2544036 & 2544040

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**PROFORMA**

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT (ON DEPUTATION BASIS)**

1. Name in full (in Block Letters) :
  2. Father's/Husband's Name :
  3. Address for communication :  
(with Pin Code, Telephone number & Email ID)
  4. Permanent Address :
  5. (a) Date of Birth (in Christian era) :  
(b) Age as on closing date of application :
  6. Nationality :
  7. Whether belongs to SC/ST/OBC/Ex-Serviceman/PH :
  8. Whether working in any Central/State/UT/Autonomous body/PSU/Port Organization/Semi- Govt. :
  9. Educational/Professional Qualifications (kindly indicate and enclose copy)
  10. Experience: (including present employment)
- Self-Attested  
Passport Size  
Photograph

Sl. No.	Name of Employer	Designation of the post held & nature of appointment	Pay scale/ Salary(CDA/IDA)	Date of Joining	Date of Leaving and Reasons for leaving	Nature of Duties performed

11. Languages known :

12. Any other information such as experience, training, publication etc. in support of inability for the post :

### UNDERTAKING

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief. I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the  
candidate

Date.....

Address.....

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### **CERTIFICATE**

**(To be filled in by the Parent Office / Department)**

01. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
02. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
03. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
04. Photocopies of complete and upto date ACR /APAR dossier of the officer for the last five years, from 2016-17 onwards duly attested, on each page enclosed.
05. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

**Signature**  
**Name & Designation of the Head of the**  
**Department /Authorized Signatory with seal**  
**Telephone Number**

