

APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT

I. POST (TICK WHICH IS APPLICABLE)

- | | | | |
|--|---|---|--|
| 1. Consultant (Administration & Establishment) | [|] | |
| 2. Consultant (Civil Engineer) | [|] | |
| 3. Consultant (Finance & Economic Services) | [|] | |
| 4. Consultant (Market Promotion & Scheme Implementation) | [|] | |

PASTE
YOUR
RECENT
PASSPORT
SIZE
COLOUR
PHOTOGRAPH

II. PERSONAL PARTICULARS

1. Name in Block Letters _____
2. Date of Birth _____
3. Age as on 1 August 2026 _____ Days _____ Months _____ Years
4. Parent Department _____
5. Date of Entry into Service _____
6. Date of Superannuation _____
7. Designation of Post held as on the date of Superannuation/Voluntary Retirement from Service

8. Pension Payment Order No. _____
9. Last Pay Drawn _____
10. Last Pension Drawn _____
11. Educational Qualifications

Sl. No.	Degree	Year	Institution	Specialization, if any
1.				
2.				
3.				
4.				
5.				
6.				

12. Email ID _____
13. Telephone No. _____
14. Present Address

15. Permanent Address

16. Details of Posts held on Substantive Basis in the Chronological Order
 (If necessary, please enclose a Separate Sheet duly authenticated by the Parent Department)

Sl. No.	Department/Office/ Institution/Organization	Designation	From	To	Pay Level	Nature of Duties
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

17. Experience of serving as a Consultant, if any, upon Superannuation/Voluntary Retirement from Service

18. Details of Courses & Training Programmes, if any

Sl. No.	Courses & Training Programmes	Institution	From	To
1.				
2.				
3.				
4.				
5.				

19. Languages Known:

Sl. No.	Language	Speak	Read	Write
1.				
2.				
3.				
4.				
5.				

20. Additional Information, if any, in support of Suitability of the Applicant for the position such as Award, Publications, etc.
(If necessary, please enclose a Separate Sheet duly authenticated by the Parent Department)

III. LIST OF ENCLOSURES

Sl. No.	Particulars	Sl. No.	Particulars
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

IV. DECLARATION

1. I hereby declare that the I was clear from the vigilance angle at the time of retirement, and no disciplinary or departmental proceeding is pending against me as on date.
2. The information and records furnished 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 or withheld.
3. In the event of any information being found false or incorrect or incomplete, or ineligibility being detected at any time before or after the Personal Interview or Selection, my candidature is liable to be rejected. I shall be bound by the decision of the National Jute Board.
4. I have carefully perused the Vacancy Circular. I accept all the terms and conditions for the engagement of Consultants.

Date: _____

Place: _____

(Signature of the Applicant)