

PROFORMA FOR APPLICATION

1. Name (in BLOCK LETTER)
2. Present Designation with job description
3. Cadre/Service
4. Controlling Officer (Name, Designation, Address & Tele Nos. E-mail address)
5. Date of Birth
6. Date of initial appointment (Govt.)
7. Substantive post/Grade/Pay (IDA/CDA)
8. Present Grade/Pay (IDA/CDA)
9. Date from which in present grade
10. Posts held from time to time
11. Qualifications (a) Educational; (b) Technical
12. Experience

S. No.	Name of the Employer	Period (from – to)	Scale of Pay	Duties
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13. Telephone Numbers, e-mail etc.
14. Special mention, if any

Signature of the candidate
With complete correspondence address

Verification

(to be filled in by the Competent Authority for forwarding of application)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature
Name & Designation of the
Competent Authority
With Telephone/Fax Nos. & E-mail address