PROFORMA FOR APPLICATION

1. Post applied for (In Block Letter)

2. Name & address in Block letters

3. Date of Birth

4. Date of Retirement under Central Govt. Rules

5. Educational Qualifications

6. Whether educational and other qualification required for the post are satisfied? (If any qualification has been treated are equivalent to the one prescribed in the rules, state the Authority for the same)

<table>
<thead>
<tr>
<th>Qualification/Experience Required</th>
<th>Qualification/Experience Possessed</th>
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7. Please state clearly whether in light of entries made by you above, you meet the requirement of the post?

8. Details of employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

<table>
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<tr>
<th>Ministry/Department</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay</th>
<th>Nature of duties</th>
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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 basis/contract basis, please state;

   (a) The date of initial appointment
   (b) Period of appointment of on deputation/contract
   (c) Name of the parent Office/Organization to which belong

11. Additional details about present employment Please state whether working under

   (a) Central Government
   (b) State Government
   (c) Autonomous Organisation
   (d) Universities
   (e) Others

12. Are you in the revised scale of Pay? If yes, Give the date from which the revision took Place and also indicate the pre-revised scale

13. Total emoluments per month now drawn.

15. Additional information, if any

DECLARATION: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

(SIGNATURE OF THE CANDIDATE)
Name in block letters

Place:
Date:
Certificate to be furnished by the Employer/Head of office/Forwarding Authority

i) The particulars furnished by Sh./Smt./Km........................................are correct.

ii) There is no vigilance/disciplinary case either pending or contemplated against him/her.

iii) The up-to-date Annual Confidential Report dossier in respect of Sh./Smt./Km........................................ is enclosed herewith.

iv) In the event of his/her selection, he/she will be relieved.

Signature of the Head of
Department/Forwarding Authority

Place:
Date:

Name: ___________________________

Department: _______________________
Office: ___________________________