

PROFORMA

Application for the post of Administrative Officer-III in the SINP, Kolkata

1. Name and Address (In Block Letters) :
(Complete postal address - official and residential)
Official Address and Email :
Residential address :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/
State Government Rules :
4. Whether educational and other qualifications
required for the post are satisfied. (If any
qualification has been treated as equivalent
to the one prescribed in the rules, state the
authority for the same) :

Qualifications/ Experience required	Qualifications/ Experience possessed by the officer

5. Please state clearly whether in the light of entries made
by you above, you meet the requirements of the post :
6. Details of Employment, in chronological order
(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Employer	Post held	Scale of pay and basic pay	From	To	Nature of Duties

7. Nature of present employment i.e. Ad hoc or
Temporary or Quasi-Permanent or Permanent :

8. In case the present employment is held on Deputation / contract basis, please state
- a) The date of initial appointment :
- b) Period of appointment on deputation /contract :
- c) Name of the parent office/organization to which you belong :
9. Additional details about present employment
Please state whether working under
(indicate the name of your employer in relevant column)
- (a) Central Government :
- (b) Autonomous :
- (c) Government Undertakings :
- (d) Universities :
10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :
11. 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 :
12. Total emoluments per month now drawn :
13. Additional information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to
- (i) Additional academic qualification
- (ii) Professional trainings
- (iii) Work experience over and above prescribed in the Vacancy Circular / Advertisement
- (Note: Enclose a separate sheet if the space is insufficient)
14. Whether belongs to SC/ST/OBC :
15. Remarks :
The candidates may indicate information with regard to
- (i) Research publication and reports and special projects
- (ii) Awards/ Scholarships/ Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies
- (iv) Any other information.
- (Note: Enclose a separate sheet if the space is insufficient)

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected.

Date:

**Signature of the candidate
Address & Telephone No.**

**Certified that there is no vigilance clearance pending or contemplated against the officer. The integrity of the officer is also certified.
The information provided by the candidate is correct as per office record.
The candidate, if selected will be relieved within 1 (one) month from the date of communication of the letter from SINP.**

**Countersigned
(Employer with seal and telephone number)**

Note: Whenever there is a change of address or change in telephone number, the candidate/ Employer should intimate the same.