

**PROFORMA FOR APPLICATION**

Sl. No.	Details required:	Details furnished
01.	Post Applied for: Separate Application required if applied for more than one post:	
02.	Name, Designation and Complete Postal Address of the Office in which working: along with the Telephone No. and Email I.D.	
03.	Status of the Department: i.e. Whether it is Central Government /State Government and Name of the Ministry/Department:	
04.	Date of Birth (in Christian Era)	
05.	Educational Qualifications:	
06.	Mobile Number of the applicant and e-mail id of the applicant and controlling authority	

07. Details of employment in chronological order (Enclose a Separate Sheet, if required)

Sl. No.	Office/Institute/ Department/ Organisation	Posts Held (Regular)	From	To	Pay Band and Grade	Period of Experience* and nature of duties

08.	Nature of present Regular employment:	
09.	Nature & extent of other assignments (i.e. Short term, Deputation etc.):	
10.	Total emoluments per month now drawn:	
11.	Additional information, if any, in support of suitability: for the post. Enclose a separate sheet, if the space is insufficient.	
12.	Whether belong to SC/ST/OBC:	
13.	Particulars of documents enclosed: (indicate in a separate list)	
14.	Also state whether submitted application through proper channel	
15.	Also state whether certificate of Cadre Controlling Authority enclosed.	

Place:  
Date:

Signature of the Candidate  
Telephone No.:

**Certificate (To be given by the Cadre Controlling Authority)**

1. Certified that the particulars of the officer as furnished above have been verified and found to be correct.
2. The officer is holding the post / analogous post on regular basis.
3. Certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the Officer is also certified.
4. A list of major/minor penalties imposed, if any are enclosed. Copies of APARs for the years \_\_\_\_\_ are enclosed.

Encl:-

Signature of the Cadre Controlling Authority/  
Head of the Department with Seal

Office Telephone No.  
Fax No.  
E-Mail Id:

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