

PROFORMA

APPLICATION FOR THE POST OF.....(Contractual)

Affix Passport
size Photograph

1. Name :
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age (as on last date of receipt of application):
Years.....Months.....Days.....
5. **ADDRESS FOR CORRESPONDENCE** :
 - a. Present :
 - b. Permanent :
 - c. Email ID : 1.
2.
 - d. Mobile :
 - e. Phone No. (STD/ISD code) :
6. **EDUCATIONAL QUALIFICATIONS:-**

| QUALIFICATION | YEAR | UNIVERSITY | CLASS & % OF MARKS | REMARKS (Awards if any) |
|---------------|------|------------|--------------------|----------------------------|
| | | | | |

7. Details of employment in the chronological order in the table indicated below. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

| Office/Instt./ Organisation | Post held | From | To | Scale of pay and basic pay therein | Nature of duties performed |
|-----------------------------|-----------|------|----|------------------------------------|----------------------------|
| | | | | | |

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent. :
9. Additional details about present employment. :
Please state whether working under:-
(indicate the name of your employer against the relevant column)
- (a) Central Government :
(b) State Government :
(c) Autonomous Organisation :
(d) Public Undertakings :
(e) Universities :
(f) Others :
10. Present Pay & Grade Pay / Pay Band :
11. 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 qualifications :
(ii) Professional training :
(iii) Work experience (over and above the prescribed) :
(enclose a separate sheet if the space is insufficient)
12. Whether belongs to SC/ST/OBC/OC/ PH/EX-Serviceman (Proof to be enclosed) as per GOI norms :
13. Remarks
(The candidates may indicate information with regard to
- (i) research publications and reports and special projects :
(ii) Awards/scholarship/official appreciation :
(iii) affiliation with professional bodies/institutions/societies and :
(iv) any other information. :
(enclose a separate sheet if the space is insufficient)

Date :

Place :

SIGNATURE OF CANDIDATE

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Dated:

Signature of the Head of
Department (with Stamp)