

PROFORMA APPLICATION FOR POST OF REGISTRAR

1. Name and address

(in Block letters)

ADDRESS -

A. OFFICE:

B. RESIDENCE:

2. Date of Birth

(in Christian era)

3. Date of retirement under Central/

State Government rules

4. Educational Qualifications

5. Details of employment in the chronological order. (SEPARATE SHEET MAY BE ENCLOSED)

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

6. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.

7. 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

8. 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 Organization
- (d) Public Undertakings
- (e) Universities
- (f) Others

9. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
10. 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.
11. Total emoluments per month now drawn
12. 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 prescribed in the vacancy circular
(enclose a separate sheet if the space is insufficient)

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: _____

Signature of candidate_____

Place:_____

Recommendation of the Competent Authority

- i) Service particulars given by the applicant are verified w.r.t service records and found to be correct. Photocopies of the ACTs/APARs for preceding 5 years are enclosed.
- ii) The Officer is clear from vigilance angle.
- iii) If the Officer is selected for appointment on deputation in the office NIPHM, Hyderabad, he/she will be relieved within 15 days of receiving the intimation in this Ministry/Department/Organization.

Signature of the Competent Authority
(with Office Stamp)