

P R O F O R M A

**APPLICATION FOR THE POST OF..... (Category..... if applicable)
on Regular Basis (Direct Recruitment)**

1. Name :
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) : enclosed Yes /No
(Proof need to be enclosed).
4. Age (as on date) : Years.....Months.....Days.....
5. ADDRESS FOR CORRESPONDENCE :
 - a. Correspondence address :
 - b. Email ID : 1.
2.
 - c. Mobile :
 - d. Phone No. (STD/ISD code) :

Affix Passport
size Photograph

6. EDUCATIONAL QUALIFICATIONS:-

(In the chronological order from latest to last. Enclose self-attested copies of certificates without which applications will not be considered for scrutiny).

QUALIFICATION	YEAR	BOARD/INSTITUTION/UNIVERSITY	Division & % OF MARKS	REMARKS (Awards if any)

7. TECHNICAL/ PROFESSIONAL QUALIFICATIONS:-

(Enclose attested copies)

QUALIFICATION	YEAR	BOARD/ UNIVERSITY	Division & % OF MARKS	REMARKS (Awards if any)

8. 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. (Enclose attested copies)

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

9. Nature of present employment i.e. ad-hoc or :
temporary or quasi-permanent or permanent.
10. 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 :
11. Present Pay & Grade Pay / Pay Band :
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 above the prescribed) :
(enclose a separate sheet if the space is insufficient)
13. Whether belongs to SC/ST/OBC/UR
PwBD/Ex-Servicemen (Proof to be enclosed)
(OBC Candidates have to enclose latest caste certificate as per
GOI norms for claiming age relaxation and for considering to
the reserved OBC post)
14. 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):
15. Details of payment of application fee (Proof to be enclosed): DD in original or online transaction
payment copy. Enclosed : (Yes/No)
16. I certify that particulars furnished above are true.
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.

Date: (*) Signature of the Head of Department /Head of Office with seal

(*) Applicable incase the applicant is presently working in any Government Department / Office

PROFORMA

Application Form for
Deputation basis

APPLICATION FOR THE POST OF.....on Deputation Basis

1.	Name and Address (in Block Letters)		Affix Passport size Photograph		
	Mobile No.				
	E-mail Address				
2.	Date of Birth (in Christian era)				
3.	i) Date of entry into service				
	ii) Date of retirement under Central/State Government Rules				
4.	Educational Qualifications				
5.	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 as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer			
	Essential	Essential			
	A) Qualification	A) Qualification			
	B) Experience	B) Experience			
	Desirable	Desirable			
	A) Qualification	A) Qualification			
	B) Experience	B) Experience			
	5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the Employment news 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects an subsidiary subjects may be indicated by the Candidate				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
	6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied				
7.	Details of Employment, Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Office/Institution	Post held on regular basis	From	To	*Pay band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the office and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent		
9.	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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization
	9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate		
	9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization		
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details		
11.	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) Government Undertaking e) Universities f) Others		
12.	Are you in Revised Scale of Pay? If yes, give to date from which the revision took place and also indicate the pre-revised scale		

13.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
14.	In case the application belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclose		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
15.	A) Additional information , if any, relevant to the post you applied for 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 and, (iii) work experience and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is not sufficient)		
	B) Achievements The candidates are requested to indicate information with regard to: (i) Research Publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)		
16.	Please state whether you are applying for deputation including Short Term Contract (ISTC)/Absorption/Re-Employment/ basis. #(Officers under Central/State Governments are eligible only for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)		
	#(The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".		
17.	Whether belongs to SC/ST		
18.	Details of payment of application fee (Proof to be enclosed): DD in original or online transaction payment copy		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

(Signature of the Candidate)

Address: _____

Date: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses education qualifications and experience mentioned in the vacancy notification. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii. His / Her integrity is certified
- iii. His / Her APAR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)