

PROFORMA

1. Name and address (in block letters):
2. Date of birth (in Christian era):
3. Date of retirement under Central/State Government Rules:
4. Educational Qualifications:
5. Post applied for. 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
Essential (i)		
(ii)		
Desirable		

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

Office / Institution	Post held	From	To	Pay band, Grade pay and Basic pay	Nature of duties (in detail)

8. Nature of present employment i.e. ad-hoc 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 you belong.
10. Additional details about present employment:
Please state whether working under Central/State Governments/Universities/ Recognized Research Institutions/Public Sector Undertakings/Semi Government/ Autonomous or Statutory Organizations/Others
(Indicate the name of your employer)
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient.)
15. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis.
16. Whether belongs to SC/ST.

17. Remarks.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address: -----

Date: -----

Countersigned
(Employer with seal)