

## **APPLICATION PROFORMA (For Direct Recruit Applicant)**

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| <b>Name of the Post Applied :</b> | <b>Paste your Recent Photograph</b> |
|-----------------------------------|-------------------------------------|

(All annexures /enclosures should be sequentially arranged with page numbers and self-attestation of the candidate)

### **1. General Information of the Applicant:**

|   |                           |
|---|---------------------------|
| Full Name in Capital Letters<br>(as per the official certificate)                                       |                           |
| Father's/ Husband's Name  |                           |
| Date of Birth (DD/MM/YYYY)  |                           |
| Age (as on the last date of application submission)<br>(YY/MM)  |                           |
| Place of Birth  |                           |
| Nationality   |                           |
| Religion  |                           |
| Gender (Tick the relevant option)   | Male/ Female/ Transgender |
| Marital Status (Tick the relevant option)   | Single/ Married           |
| Category (Tick the relevant option)   | SC/ ST/OBC/Unreserved     |
| Special Category (Tick the relevant option)   | PwD/ EWS/ Ex-Serviceman   |
| Do you possess the essential educational qualifications & experience as mentioned in the advertisement? | Yes/ No                   |
| Present Address with Mobile No. and Email   |                           |
| Permanent Address with Phone/ Mobile No. and Email  |                           |

## 2. Present Employment:

|  |  |
|--|--|
| Designation  |  |
| Organization   |  |
| Roles and Responsibilities   |  |
| Present Basic Pay, Pay Scale& Gross Emoluments/Month   |  |
| Date of Appointment to the Present Post  |  |
| Total experience in the current position as on the last date of application submission (YY/MM) |  |

## 3. Educational/Other Professional Qualifications (Starting with the highest qualification upto SSLC)

| S. No. | Examination Passed and Year of Passing | Division/ Grade/ Percentage of Marks | Duration of the Degree/ Diploma | Board/ University/ Institution | Subjects |
|--------|--|--------------------------------------|---------------------------------|--------------------------------|----------|
| 01     |  |                                      |                                 |                                |          |
| 02     |  |                                      |                                 |                                |          |
| 03     |  |                                      |                                 |                                |          |
| 04     |  |                                      |                                 |                                |          |
| 05     |  |                                      |                                 |                                |          |

**4. Details of Employment in Chronological Order (Attach certificate(s) of employment)**

| Name of the Organization/<br>Institute/ Firm | Post Held | Ad-hoc/<br>Regular | Duration |    | Total Period | Basic Pay & Scale of Pay | Nature of Duties |
|--|-----------|--------------------|----------|----|--------------|--------------------------|------------------|
|  |           |                    | From     | To |              |                          |                  |
|  |           |                    |          |    |              |                          |                  |
|  |           |                    |          |    |              |                          |                  |
|  |           |                    |          |    |              |                          |                  |
|  |           |                    |          |    |              |                          |                  |
|  |           |                    |          |    |              |                          |                  |

**5. Any Other Relevant Information (Attach extra sheet, if required):****6. Details of Two Referees (Not related to the applicant and at least one of them should be from the current organization):**

| S. No. | Name of the Referee | Post Held by the Referee | Postal Address with Phone/ Mobile No. and Email |
|--------|---------------------|--------------------------|---|
|        |                     |                          |   |
|        |                     |                          |   |

## 7. Character & Antecedent Reports

| S. No. | Subject   | Remarks |
|--------|---|---------|
| 1      | Have you ever been subjected to any disciplinary action, as a student and/or as an employee? If so, give the complete details |         |
| 2      | Have you ever been dismissed/ suspended from service/employment? If so, give the complete details                             |         |
| 3      | Were you involved in any criminal case? If so, give the complete details  |         |
| 4      | Is any case (criminal case/ disciplinary action) pending against you in the Court? If so, give the complete details           |         |

## 8. Checklist for Enclosures:

| S. No. | Document   | Please put Tick Mark |
|--------|--|----------------------|
| 1      | SSLC Mark Sheet  | Yes/ No              |
| 2      | HSC Mark Sheet   | Yes/ No              |
| 3      | UG Mark Sheets   | Yes/ No              |
| 4      | UG Degree Certificate                                    | Yes/ No              |
| 5      | PG Mark Sheets   | Yes/ No              |
| 6      | PG Degree Certificate                                    | Yes/ No              |
| 7      | Equivalence Certificate in case of Foreign Degrees       | Yes/ No              |
| 8      | Community Certificate                                    | Yes/ No              |
| 9      | Disability Certificate (if applicable)                   | Yes/ No              |
| 10     | Experience Certificate(s)                                | Yes/ No              |
| 11     | NOC from the Present Employer                            | Yes/ No              |
| 12     | Latest OBC Certificate (if applicable)                   | Yes/ No              |
| 13     | Reference Letters  | Yes/ No              |
| 14     | Documents of any Pending Cases, Disciplinary Action etc. | Yes/ No              |
| 15     | Photo Identity Card (Aadhar/PAN/ Driving License)        | Yes/ No              |
| 16     | Any Other Documents in support of the Post Applied       | Yes/ No              |
| 17     | Undertaking by the Applicant                             | Yes/ No              |

### UNDERTAKING

I declare and fully understand that in the event of any information furnished in this application being found to be false, misleading or in correct at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated without any notice as per the Act/Statutes, etc., and other applicable rules of Government of India. I also hereby declare that I have never been convicted for any offences and there are no criminal/ departmental proceedings pending/ contemplated against me.

Place:

(Signature of the Applicant)

Date: