

APPLICATION - PROFORMA

Post Applied For : _____	Paste your Recent Photograph
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(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 (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) (YY/MM)	
Place of Birth	
Religion	
Gender (Tick the relevant option)	Male/ Female/ Transgender
Marital Status (Tick the relevant option)	Single/ Married
Contact No. / Mobile No.	1. 2.
Email ID	1. 2.
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	
Permanent Address	

2. Present Employment:

Designation	
Organization & Address	
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)

Sl. 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/ Institute/ Firm	Post Held	Ad-hoc/ Regular	Duration		Total Period	Salary	Nature of Duties
			From	To			

5. Any Other Relevant Information (Attach extra sheet, if required):

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6. Details of Two References:

S. No.	Name of the Referee	Post Held by the Referee	Postal Address with Phone/ Mobile No. and Email
1.			
2.			

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. Demand Draft Details:

Demand Draft No.	Date	Amount	Name of the Bank & Address

9. Checklist for Enclosures:

S. No.	Document	Please put Tick Mark	No. of Sheets
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	Documents of any Pending Cases, Disciplinary Action etc.	Yes/ No	
14	Photo Identity Card (Aadhar/PAN/ Driving License)	Yes/ No	
15	Photographs (One photograph to be pasted in the application and Two nos. of recent photographs are to be enclosed separately)	Yes/ No	
16	Any Other Documents in support of the Post Applied	Yes/ No	
17	Demand Draft	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 incorrect 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: