

**Application Proforma for Deputation  
For the post of \_\_\_\_\_**

1	Name and address (in Block letters)				Affix passport size photograph, duly attested	
2	Date of Birth (In Christian Era)					
3	Date of retirement under Central/State Govt.					
4	Educational Qualifications					
5	Whether possesses the requisite service/experience as prescribed for the post in advertisement? Please specify details.					
6	Details of employment in chronological order (under Central /State Govt.)					
SI No.	Office/Institution	Post held on regular basis	From	To	Basic Pay (Level in Pay Matrix)	Nature of duties
7	Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent					
8	In case the present employment is held on deputation/contract basis, please state					
Date of initial appointment	Period of appointment on deputation/contract	Name of the parent office/organization to which applicant belongs			Name of the post and Pay of post held in substantive capacity in the parent organization	
9	Additional information, if any					

It is certified that the information furnished above is true and correct to the best of my knowledge.

(Signature of the Candidate)

**Annexure-II**

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that 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 experience mentioned in the vacancy circular/advertisement. If selected, he/she will be relieved immediately.

2. It is also certified –
- That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt/Ms.\_\_\_\_\_.
  - That his/her integrity is certified.
  - That his/her ACR/APAR dossiers (duly attested) for last five years are enclosed.
  - That no major/minor penalty has been imposed on him/her during last ten years or A list of major/minor penalties imposed on him/her during last ten years is enclosed (as the case may be)
  - That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Encl : 1.

2.

Signautre\_\_\_\_\_

Name & Designation\_\_\_\_\_

Office Seal