



**PROFORMA OF APPLICATION FOR THE POST OF
DEPUTY DIRECTOR ON DIRECT RECRUITMENT BASIS**

1. Name (as per SSC/10th class) & Address of the applicant with E-mail Address & Mobile No.:

Affix a recent
Passport size
Photograph

2. Date of Birth (as per SSC/10th class):-:

3. Date of retirement under Central / State Govt. Rules:

4. Educational Qualifications:

- a. Whether educational & other qualifications required for the post as per the notification are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Essential:

Sl. No.	State Qualifications / Experience required as per notification	State Qualifications / Experience possessed by the officer
1.		
2.		
3.		
4.		
5.		

5. Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post or not:



6. Details of employment in chronological order. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

Sl. No.	Office/Institution/ Organization	Post held	From	To	Scale of pay and Basic Pay therein	Nature of Duties performed
1.						
2.						
3.						
4.						
5.						

7. Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent:

8. In case 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:

9. Please state whether working under:

- a) Central Government
- b) State Government
- c) Universities
- d) Autonomous or Statutory Organizations
- e) Recognized Research Institutions
- f) Private Organizations

10. Are you in a revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:

11. Total emoluments drawn per month with break up or Basic Pay, GP, DA etc.



12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:

13. Copies of Annual Confidential Reports (ACRs) for the last 5 years:

14. Name & Addresses of two references

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15. Any other information not covered in the above columns.

16. List of publications/books/research papers/policy papers. **Enclose a separate sheet, duly authenticated with your signature along with copies for proof (First page/cover page of the publication).**

17. List of enclosures:

18. Application fee details:

Demand draft no.:

Dated for Rs.....



Certificate

Certified that the information furnished above is true and correct to the best of my knowledge and belief. If any information is found to be willfully suppressed or found not correct, I will forego my employment and abide by any disciplinary action by the Competent Authority.

Date:

Signature of the Candidate

Address.....

Certificate

(to be issued by the forwarding Authority)

It is certified that the particulars furnished above 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.

Signature of the Head of
Department with (Stamp)