

**APPLICATION FOR THE POST OF -----**

**PART - I**

**PROFORMA FOR APPLICATION**

1. Name in full : Affix passport  
size  
photograph
2. Name and Address :  
(In Block Letters)
3. Father's name :
4. Sex : Male / Female
5. Nationality :
6. Date of Birth : Age: \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D \_\_\_\_\_  
(*proof of Date of Birth must be enclosed*) (as on 01/01/2018)
7. Marital Status :
8. No. of live children in the event of being married :
9. Whether belong to  
SC/ST/OBC/PH/General  
(*in case of SC/ST/OBC proof shall be enclosed*)
10. Whether belongs to :  
M.P. State (Attach Domicile  
certificate)
11. Address for correspondence (with pin code)  
(*Tel.No., Mobile No. FAX & e-mail, if any*)
12. Permanent Address :

13. (A) Academic & Professional Qualifications: (Beginning with Graduation)

Name of the Instt./ Board/University	Year of passing	Examination/ Degree	Percentage of marks in Aggregate and Division

*(specify the gap with reasons in Education career)*

14. Desirable Qualification :

15. Field of Specialization:

16. Resume of Research work and publications: *(one set of reprints to be furnished, if available)*

17. Employment history in chronological order & experience: *(attach separate sheet in following format, if necessary)*

Name & address of employer/ Organization/ Institution	Period of service	Designation of the post held	Scale of pay and Basic Pay (with Pay Band & GP)	Detailed description of work	Reasons for leaving each post
	From To				

18. Professional Training:

Organization	Details of Training	Period	
		From	To

19. Achievements in the career which may support your candidature :

20. Details of present employment :

- i) Designation of the post held :
- ii) Scale of pay of the post :
- iii) Total emoluments per month now drawn :  
(with break up – Basic, GP, HRA, DA, TA etc.)
- iv) Whether present post is held on regular /tenure/  
Deputation or ad-hoc basis and since when :
- v) If on deputation, details of post held on  
Regular basis / scale of pay and since when :
- vi) Name of the Organization with full address indicating  
Name and Designation of the contact person  
And Telephone / FAX number :
- vii) Category of the Organization :
  - (a) Central Government / State Government
  - (b) PSU / Autonomous Body
  - (c) Private

21. Whether the candidate has any criminal case pending against him/her

22. Whether the candidate has ever been arrested, prosecuted or punished for any offence

23. Any other information :

**Declaration:** I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed / distorted. If at any time, I am found to have concealed / distorted any material information my appointment shall be liable to summary termination without notice.

Place : \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Name of the applicant : \_\_\_\_\_

e-mail ID : \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

**PART – II**

(To be filled in by the Competent Authority in the case of candidates who are presently working in Government/PSU/Autonomous Organizations only)

**Certified that :**

- (i) The information given above by the officer is correct.
- (ii) No Vigilance / Disciplinary Proceedings are either pending or contemplated against the above mentioned officer.
- (iii) In the event of his/her selection the organization has no objection to relieve the candidate the join the new post.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Organization : \_\_\_\_\_