

# PROFORMA

## PART-A

1.	Name in block letter				
2.	Father's / Husband's name				
3.	Permanent address/ Mailing address along with Contact No.				
4.	Date of Birth				
5.	Educational qualification				
6.	Date of commencement of service				
7.	Post held and date from which the present post is held.				
8.	Pay Level & existing Pay applicable to the present post				
9.	Present Pay matrix				
10.	Particulars of previous postings/assignments from the date of entry into service				
Sl. No	Post held	Period	Pay matrix and pay	Whether Ad-hoc/Regular.	Name of Employer & Department
11.	Duties performed / experience				
12.	Details of previous deputations /ex-cadre assignments				
13.	Any other information				

**Signature of applicant**

## PART – B

***(To be filled and signed by HOD/Office)***

Certified that :-

1. The particulars furnished by the applicant have been verified from the service book of the official and found correct.
2. No disciplinary / criminal cases are pending or being contemplated against the official.
3. His / Her integrity is certified.
4. Certified copies of his / her ACRs/APARs for the preceding 03 years, Vigilance clearance certificate are enclosed.
5. In case of selection of the candidate he/she will be relieved immediately.

**Signature & Seal of the Head of Department / Office**