**PRESCRIBED PROFORMA**

**FOR SUBMISSION OF APPLICTION ON DEPUTION BASIS/ABSORPTION BASIS**

|  |  |
| --- | --- |
| **Vacancy Notice No.****(appears on the top right side of notice)** |  |
| **File No.****(appears on the left side of vacancy notice)** |  |
| **Post against which application has been****Submitted**  |  |
| **Choice of Station****(wherever applicable)** |  |

**Personal Data**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Name** | : |  |
| 2 | **Gender** | : |  |
| 3(A) | **Name of Service for Group A** | : |  |
| 3(B) | **Name of Cadre for IDA** | : |  |
| 4 | **Department** | : |  |
| 5 | **Category** | : |  |
| 6(A) | **Date of Birth** | : |  |
| 6(B) | **Age as on 30.04.2019** | : |  |
| 7(A) | **DITS****(Date of entry into Time Scale)** | : |  |
| 7(B) | **Date of Entry in to Executive post Grade i.e. Rs. 20600-46500(Pre-revised)/50,000-1,60,000)/Revised** | : |  |
| 8(A) | **Date of entry in Gr. B****(wherever applicable)** | : |  |
| 8(B) | **Date of Entry in Group A (Wherever applicable)** | : |  |
| 9(A) | **Present Pay Level(7th CPC)/BasicPay & pay scale for CDA** | : |  |
| 9(B) | **Present Pay level (IDA) and Basic pay in IDA Pay Scale** | : |  |
| 10 | **Present Designation & Department/PSU** | : |  |
| 11 | **Contact Details****(a) Email ID** | : |  |
|  | **(b)Telephone(0)** | : |  |
|  | **(c)Telephone(R)** | : |  |
|  | **(d)Mobile Number** | : |  |

**12.Educational Qualifications**

|  |
| --- |
| Educational Qualification (Graduation onwards) \* (Please enclose certificate copies) |
| Course name  | Board / University/Institute | Specialization | Main subjects undertaken | Duration of (MM/YY) | %age Marks | Grade/ Class |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**13.Experience Details:=**

|  |
| --- |
| Employment details\* (beginning with the latest)(Please enclose experience certificate copies) |
| Organization, Designation withScale of Pay/ Emoluments | Period (mm / yy)From To | Responsibilities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

14**. Details of previous deputation/foreign assignment (if any)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Organization** | **Designation** | **From** | **To** |

|  |  |  |  |
| --- | --- | --- | --- |
| 15 | **Whether debarred from deputation? If yes, please furnish details** |  |  |
| 16 | **Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable** |  |  |

17.**APAR Ratings for last 5 years:-**

|  |  |
| --- | --- |
| **Year** |  |
| **2014-15** |  |
| **2015-16** |  |
| **2016-17** |  |
| **2017-18** |  |
| **2018-19** |  |

18. **Awards, if any**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of award** | **Brief Details** |
|  |  |  |

19. **Punishments, if any in career:-**

I certify that the details furnished by me above are true and I am eligible for the post as per criteria laid down in the vacancy notice.

**Place:**

 **Name and Signature of the applicant)**

**Date:**