

PROFORMA TO BE FILLED UP FOR THE POST OF MANAGER GRADE-II / ASSISTANT MANAGER-CUM-STORE KEEPER IN THE NON-STATUTORY DEPARTMENTAL CANTEEN OF MINISTRY OF HOME AFFAIRS (PROPER):

Name of the Post: _____

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules.
4. Educational Qualification
5. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).

S.No.	Qualifications/Experience required	Qualifications/Experience possessed by the officer

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Level in Pay Matrix with present Basic Pay	Nature of duties (in details)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
9. In case the 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

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):
- a) Central Government b) State Government c) Autonomous Organization
d) Government Undertaking e) Universities f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may include information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)
15. Whether belongs to SC/ST
16. Remarks (The candidates may indicate information with regard to (i) Research publications and report and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information)
(Note: Enclose a separate sheet if the space is insufficient)
17. Telephone/ Mobile No.:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the candidate
Address _____

(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualification, experience and eligibility conditions mentioned in the vacancy circular.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum.

- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
- (iv) *No major/minor penalty has been imposed on him/her during the last 10 years.
- (v) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.

Place:

Date:

List of enclosures:-

Signature _____

Designation _____

Office Seal with contact No. _____

*Strike out which is not applicable.