

47911

Proforma for the post of Assistant Professor on deputation (ISTC) basis

(1) Name and Address in Block Letters:

(2) Date of Birth (in Christian Era):

(3) (i) Present Post Held:

(ii) Name of the Organisation
where posted:(iii) Date of entry into regular
service:

(iv) Date of Superannuation:

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passport size
photograph

(4) Educational Qualifications:

(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)

Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualifications / Experience possessed by the officer
<p>From amongst the officers or employees of the Central Government or State Government or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government holding analogous post on regular basis in the parent cadre and possessing the following education qualifications:</p> <p>Qualification : Essential : Masters Degree with 55% marks in Social Sciences / Environmental / Earth Science / Engineering / Disaster Management or allied subjects with at least 55% of the marks or its equivalent in Masters Degree with consistent good academic record.</p>	

Desirable : (i) M.Phil or Ph.D. in the concerned or allied disciplines. Contribution to innovation educational, design of new curricula and courses, developing training modules, and technology-mediated teaching learning process.	
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(Add Additional Sheet if necessary)

(6)	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post.	
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- (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 on regular basis	From	To	* Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

* Important: Pay-Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP	From	To

	Scheme		

(8) Nature of present employment (i.e. Adhoc or temporary or quasi – permanent or permanent)

(9) In case the present employment is held on deputation / contract basis, please state:

Date of Initial appointment	Period of appointment on deputation / contract	Name of the parent office/ organization to which the applicant belongs	Name of the post and pay of the post held in substantive capacity in the present organization

(10)	If any post held on deputation by the application in the past, date of return from the last deputation and other details.	
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(11) Additional details about present employment:

- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Government undertaking
- (e) Universities
- (f) Others

(12) Are you in the 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

Basic pay in the pay Band	Grade Pay	Total Emoluments

- (14) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay and rate of increment	Dearness Pay/ interim relief/ other allowances (with break-up details)	Total emoluments

- (15) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(16)	<p>Achievements: The Candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> (i) Research publication and reports and special projects. (ii) Awards/ Scholarships / Official appreciation (iii) Affiliation with the professional bodies/ institutions / societies (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition and; (vi) Any other information 	
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(17) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate

Name: _____

Office Address: _____

Telephone/Fax/Email: _____

Date:

Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

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 not below the rank of Under Secretary to the Government of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:
(Employer/ Cadre Controlling Authority)
Name in Block Letters:
Designation:
Office Seal:
Email:

Proforma for the post of Accounts Officer on deputation (ISTC) basis

- (1) Name and Address in Block Letters:
- (2) Date of Birth (in Christian Era):
- (3) (i) Present Post Held:
(ii) Name of the Organisation where posted:
(iii) Date of entry into regular service:
(iv) Date of Superannuation:
- (4) Educational Qualifications:
- (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)

Paste latest
passport size
photograph

Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualifications / Experience possessed by the officer
<p>(a) Officers of the Central Government or State Governments or Union territory Administrations -</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) worked for at least two years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4800; or</p> <p>(iii) has worked for at least three years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4600; and</p> <p>(b) possessing any one of following qualifications:-</p> <p>(i) has qualified the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government; or</p>	

(ii) successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training (ISTM) and Management or equivalent and one year experience in cash accounts and budget works.	
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(Add Additional Sheet if necessary)

(6)	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post.	
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(16)	<p>Achievements: The Candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> (i) Research publication and reports and special projects. (ii) Awards/ Scholarships / Official appreciation (iii) Affiliation with the professional bodies/ institutions / societies (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition and; (vi) Any other information 	
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- (17) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by

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the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate

Name: _____

Office Address: _____

Telephone/Fax/Email: _____

Date: _____

Certification by the Employer/Cadre Controlling Authority

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Countersigned:
(Employer/ Cadre Controlling Authority)
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