

PROFORMA

Name of the Post applied for : **Data Processing Assistant**

1. Name of the Officer :
(in Block letters)
2. Date of Birth :
(in Christian Era)
3. Date of retirement :
4. Educational Qualifications :

5. Please state clearly whether :
in the light of entries made
by the officer, he meets the
requirements of the post
6. a) Service to which he :
belongs
b) Complete address of :
Cadre authority

Office/ Institution	Post Held	Whether Regular/ Adhoc Deputation	From	To	Scale of Pay and last basic pay	Nature of Duties

7. Details of employment (including present employment) on regular basis in chronological order. A separate sheet duly authenticated by the Officer should be enclosed, if the space below is insufficient.

Office / Institution / Organisation	Post held		Scale of pay and last basic pay	Nature of duties
	From	To		

8. Experience with special :
reference to the post applied
for

9. Training experience, if any :

10. Whether belongs to ST (If so, :
copy of the Community
Certificate to be enclosed)

11. Date of return from the last :
deputation post

12. Complete Official address of :
the candidates including
Telephone Number, if any

13. Substantive post if any held :
indicating the scale of pay of
the post and present
substantive pay

14. Post held at present :
indicating the scale of pay of
the post and present pay

15. Date from which the above :
post is held on regular basis

16. Additional details about present :
employment. Please state
whether working under
a) Central Government
b) State Government
c) Autonomous Organisations
d) Government Undertakings
e) Universities
17. Total emoluments per month :
now drawn
18. Additional information, if any, :
which you would you like to
mention in support of your
suitability for the post.
19. Remarks :

Date :
Place :

Signature of the Candidate

(To be filled by Employer)

1. It is certified that the information furnished by Shri/Smt./Kum. _____ has been checked as per the service record of the individual and found correct.
2. In the event of selection of the Officer, he / she will be relieved of his/ her duties in the office.
3. No Disciplinary / Vigilance case is pending / contemplated against the Officer.
4. No minor / major penalties have been imposed upon the officer during the last ten years.
5. The Integrity of the Officer is beyond doubt.
6. Upto date ACRs for the past 5 years enclosed.
7. Cadre Clearance: The Office has no objection for appointment of the Officer, if he/ she is selected for the post of Labour Officer on transfer on deputation basis.

Date :
Place :

Signature :
Name :
Designation :
Telephone No. :
Office Seal :