

**PROFORMA FOR INVITING APPLICATIONS FOR FACULTY POSITIONS ON CONTRACT  
(CONSOLIDATED EMOLUMENTS)/DEPUTATION BASIS**

POST APPLIED FOR:

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1.	Name & Address (in Block Letters)				
	Mobile No				
	E-mail id				
2.	Date of Birth (DD/MM/YYYY)				
3.	Educational Qualifications (12 <sup>th</sup> onwards)				
	Degree/Diploma / Certificate	University/Board	Main Subjects	Month & Year Passing	% Marks / Division
i)					
ii)					
iii)					
Iv)					

*(Add rows if required)*

4.	Whether 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)			
<b>Qualification Required as mentioned in the advertisement / vacancy circular</b>		<b>Qualification possessed by the Candidate</b>		
<b>Essential</b>				
Graduate and Masters' Degree		Degree with main subjects	University	Month & Year of passing with percentage of marks
Minimum no. of years' experience as per post applied for		.....years (Please furnish details at Sl No. 6 below)		
M. Phil or Doctorate in .....discipline		M. Phil or Ph.D (subject)	University	Month & Year of passing with % of marks/grade
5.	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.			

6. Details of Employment, in chronological order:

Sl No	Office / Institution	Post held on regular basis	From (date)	To (date)	*Pay Matrix and Pay Level of the post held on regular basis with gross salary.	Nature of duties (in detail) highlighting experience required for the post applied for. (Separate sheet may be attached)

**\*Important:** Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis are to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and pay Level where such benefits have been drawn by the candidate may be indicated below:

Office/ Institution	Pay Matrix and Pay Level drawn under ACP/MACP Scheme/NFU basis		From (date)	To (date)
7.	Nature of present employment i.e. Ad-hoc or Temporary or Permanent			
8.	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 / organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.	<b>Additional details about present employment:</b> 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 (please specify)			

10.	Please state whether you are working in the same Department and are in the feeder grade	
11.	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	
12.	Total emoluments per month now drawn	
	Basic Pay in the pay level	Total Emoluments
13.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed	
	Basic Pay with scale of pay and rate of increment	Dearness pay / interim relief / other Allowances etc (with break-up details)
		Total Emoluments
14.A	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>	
14.B	<p><b>Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/ institutions/ societies and;</p> <p>iii) Patents registered in own name or achieved for the organization</p> <p>iv) Any research/ innovative measure involving official recognition</p> <p>v) Any other information.  <b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	
15.	Please state whether you are applying for Contract/Deputation .	
16	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/facts related to my selection has been suppressed/withheld.

Place :

(SIGNATURE OF THE CANDIDATE)

Date :

Address:

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