

**PROFORMA OF APPLICATION FOR THE POST OF MEMBER SECRETARY, MGNCRE, HYDERABAD**

1. Name and Address \_\_\_\_\_  
(in Block letters) \_\_\_\_\_  
\_\_\_\_\_

2. Date of Birth (in Christian era) \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Nationality: \_\_\_\_\_

5. Marital Status: \_\_\_\_\_

6. Category: General / SC / ST/ OBC (Strike out whichever not applicable)

7. Do you belong to PWDs (Persons with Disabilities): YES / NO

8. Mailing Address with Landline/Mobile Numbers:

9. Due date of retirement from the present employment:

10. Details of Educational Qualifications: (Enclose attested copies of qualification certificates, starting from 10<sup>th</sup> class / Matriculation.

11. Details of employment in chronological order (enclose a separate sheet duly authenticated by your signature if required) : (Enclose proof of employment)

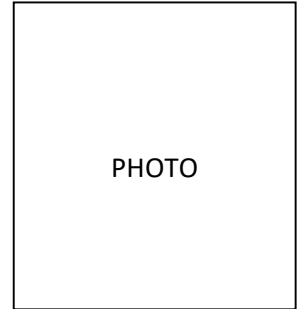
Office/ Institution (Please specify whether it is Central/State Govt./PSU/ Autonomous Body/University etc.	Post Held	From	To	Scale of Pay and Basic Pay

12. Details of Experience: (Enclose proof of experience)

Experience	Post Held	From	To	Nature of Duties
A. Academic/ Research Experience	1.			
	2.			
	3.			
B. Administrative/Finance Matters Experience	1.			
	2.			
	3.			

13. Nature of present employment i.e. Ad-hoc or :  
Temporary or Quasi- Permanent or Permanent

14. Total emoluments per month presently drawn :  
(give details of Basic pay, Special pay, DA,



HRA, CCA, FTA, etc.) (enclose salary certificate issued by the pay drawing officer)

15. 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 :

16. Additional information, if any, which you would like to mention in support of your application (enclose separate sheet, if the space is insufficient along with supporting documents/certificates).

17. Details of publications if any :

**Declaration:** 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.

Signature of the Candidate

Address \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Mobile No: \_\_\_\_\_

#### **FORWARDING NOTE BY THE EMPLOYER**

It is certified that:

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) That no major/minor penalty has been imposed on the applicant during the last ten (10) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her to apply for the post.
- 6) The applicant has enclosed with his/her application the attested photocopies of all the required testimonials/certificates/degrees, etc. starting with Matriculation/Class-X certificate.
- 7) Attested photocopies of the last five(5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this application.

Countersigned by the authorized signatory on behalf of the employer  
(Seal of the authorized signatory)

Place: \_\_\_\_\_

Date: \_\_\_\_\_