

PROFORMA
Application for appointment on deputation
(to be fill up in BLOCK LETTERS)

1.	Name of Applicant				
2.	Post applied for				
3.	a) Present post held (whether regular or on deputation basis)	Post: Place of Posting: Department			
4.	b) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade.				
5.	Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay)				
6.	Date of getting the parent pay scale on regular basis.				
7.	Date of Birth				
8.	Date of entry into Govt. Service				
9.	Date of Retirement				
10.	Office Address				
11.	Applicant's Phone				
12.	E-mail Address				
13.	Educational Qualification				
14.	Position held since entry into service (in chronological order)				
	Designation & Place of Posting	Scale of Pay (pre-revised)	From	To	Whether post held on regular or ad-hoc basis
15.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/Organization.				
16.	Describe the responsibilities of post held by you in your career.				1. Name of Post:
					2.
					3.
17.	Whether you are comfortable to work on computer		MS Word	Yes/No	
			MS Excel	Yes/No	
			Power Point	Yes/No	

18.	Any commendable achievements during Govt. Service.	
19.	Any Other	

Date:

Signature of Candidate

For Office Use Only

Particulars of the applicant verified and found correct. No disciplinary proceedings or any type of vigilance enquiry is pending against the applicant. Therefore, application is forwarded to Vice Chancellor, Pt. B.D. Sharma University of Health Sciences, Rohtak for consideration.

Signature of HoD/Appointing Authority
Along with Stamp