**APPENDIX -I**

**PROFORMA OF APPLICATION FOR THE POST OF JOINT ADVISER OR DEPUTY ADVISER [FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]**

 POST APPLIED FOR **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Joint Adviser/Deputy Adviser)*

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| PHOTO |

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| 1. | Name & Address(in Block Letters)Email ID :Mobile No : |  |
| 2. | Date of Birth (in Christian era) |  |
| 3. | (i) Date of entry into Service  |  |
| (ii) Date of retirement under the service rules applicable to the Officer |  |
| 4. | (a) If he/ she belongs to an organized service, its name, year of allotment and the cadre. |  |
| (b) Name of the Cadre Controlling Authority. |  |
| 5 | Whether Educational and other qualifications/eligibility conditions 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**  | **Qualifications/ experience possessed by the officer** |
| **Essential Educational Qualification**  | **Essential Educational Qualification Possessed**  |
| *Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognised University or Passed in Sections A and B of the Institution Examinations of the Institute of Engineers (India) or Post Graduate Diploma in Management (Two years)*  | **Degree with main subject** | **University** | **Month & year of passing** |
|  |  |  |
| **Desirable Educational Qualification** | **Desirable Educational Qualification Possessed**  |
| Doctorate in any discipline or Master’s degree in Engineering. | **Degree with main subject** | **University** | **Month & year of passing** |
|  |  |  |
|  **Eligibility Conditions****Joint Adviser**(i) holding analogous posts on regular basis in the parent cadre or department; or(ii) with five years’ service in the grade rendered after appointment thereto on regular basis in posts in level-12 (Rs.78,800- 2,09,200) in the pay matrix or equivalent in the parent cadre or department | **Pay Level**  | **Since when** **(date)** |
|  |  |
| **Deputy Adviser** (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years’ service in the grade rendered after appointment thereto on regular basis in posts in level-11 (Rs.67,700-2,08,700) in the pay matrix or equivalent in the parent cadre or department. | **Pay Level**  | **Since when** **(date)** |
|  |  |
|  | **Essential Experience** **Joint Adviser**: Minimum ten years’ experience (which shall include upto three years for Ph.D provided no work experience is counted during those three years) in formulation, appraisal, execution or implementation, research, monitoring and evaluation of policy, programme or projects.**Deputy Adviser**: Minimum eight years’ experience (which shall include up to three years for Ph.D provided no work experience is counted during those three years) in formulation, appraisal, execution or implementation, research, monitoring and evaluation of policy, programme or projects. |  |
|  |
| 6. | Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience of the Post. |  |
| 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/NFU 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/NFU 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/NFU Scheme | From | To |
|  |  |  |  |
| 8. | Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent. |  |
| 9. | 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 |  |
| **9.1 NOTE:** In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. |
| **9.2 NOTE:** Information under column **9** (c) & (d)abovemust be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation. |
| 10. | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details |  |
| 11. | Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) |  |
| 1. Central Government
 |  |
| 1. State Government
 |  |
| 1. Autonomous Organization
 |  |
| 1. Government Undertaking
 |  |
| 1. Universities
 |  |
| 1. Others
 |  |
| 12. | Please state whether you are working in the NITI Aayog and are in the feeder grade or feeder to feeder grade. |  |
| 13. | 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 |  |
| 14. | Total emoluments per month now drawn |
| Basic Pay in the PB + Grade pay / Pay Matrix in Pay level (as per revised pay structure of 7th CPC)  | Total Emoluments |
|  |  |
| 15. | 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** |
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| 16A | **Additional information, if any, relevant to the post you applied for in support of your suitability for the post.**(This among other things may provide information with regard to (i) additional academic Qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement.)**(Note: Enclose a separate sheet, if the space is insufficient)** |  |
| 16B | **Achievements** The candidates are requested to indicate information with regard to;1. Research publications and reports and special project
2. Awards/Scholarships/Official Appreciation
3. Affiliation with the professional bodies/institutions/societies and;

(iv)Patents registered in own name or achieved for the organization(v). Any research/innovative measure involving official recognition (vi). Any other information.(**Note:** **Enclose a separate sheet if the space is insufficient)**  |  |
| 17. | Please state whether you are applying for deputation (ISTC)/ Promotion |  |
| 18. | 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)**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certificate 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 possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately (or within one month of the intimation of selection).

2. Also certified that:

(i) There is no vigilance or disciplinary case pending/ contemplated against Mr./Mrs/Ms.------

(ii) His/Her integrity is certified.

(iii) His/her CR Dossier in original is enclosed / Photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

1. 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 in enclosed (as the case may be).

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal of the Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_