**APPLICATION PROFORMA**

**Name of the Post Applied for :**

**Name of the Applicant :**

Passport size photograph to be pasted

**E-mail address :**

**Contact No. :**

**Father’s Name :**

**Permanent Address :**

**Correspondence Address :**

**Date of Birth : - -/- -/- - - - Age**

**Category (Gen/SC/ST/OBC) : Gen/SC/ST/OBC**

(Certificate to be enclosed in case of SC/ST/OBC)

**Educational Qualification :** (Copies to be attached)

1. **Essential**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.****No.** | **Name of Exam Passed** | **Board/ University** | **Year of Passing** | **Subjects** | **% / Division** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

1. **Desirable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Post Held** | **Duration** | **Salary****Drawn** | **Name of****Organisation** | **Nature of****Work** |
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| --- | --- | --- | --- | --- | --- |
| **S. No.****No.** | **Name of Exam Passed** | **Board/ University** | **Year of Passing** | **Subjects** | **% / Division** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

**Experience :** (Copies of Experience Certificate to be attached)

**DECLARATION**

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Encl:

Signature of Applicant

**Note:**

1. A brief self assessment (one page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete application & without copies of certificates would be rejected.
4. Candidates serving in Central / State Govt. or any Govt. undertaking/autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
5. Giving false information and canvassing in any manner will render the applicant ineligible for the post.