

PROFORMA

Application for the post of Deputy Controller of Accounts in SINP, Kolkata

1. Name and Address (In Block Letters) :
(Complete postal address- official and residential) Official Address:-

Residential address :

2. Date of Birth (in Christian era) :
3. Date of retirement under Central/
State Government Rules:
4. Whether Educational and other 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)

Qualifications/ Experience required	Qualifications/ Experience possessed by the officer

5. Please state clearly whether in the light of entries :
made by you above, you meet the requirements of the post.
6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by
your signature, if the space below is insufficient.

Sl. No.	Employer	Post held	Scale of pay and basic pay	From	To	Nature of Duties

7. Nature of present employment i.e. Ad hoc or
Temporary or Quasi-Permanent 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/ organization to which you belong:
9. Additional details about present employment
Please state whether working under (indicate the name of your employer in relevant column):
(a) Central Government:
(b) Autonomous:
(c) Government Undertakings:
(d) Universities:

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to 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:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to:

- (i) Additional academic qualification
- (ii) Professional trainings and
- (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement.

(Note: Enclose a separate sheet, if the space is insufficient).

14. Whether belongs to SC/ST/OBC

15. Remarks: The candidates may indicate information with regard to

- (i) Research publication and reports and special projects;
- (ii) Awards/ Scholarships/ Official Appreciation;
- (iii) Affiliation with the professional bodies/ institutions/ societies and
- (iv) Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

16. Name of Referees along with their address and contact numbers.

(1) _____

(2) _____

(3) _____

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.

Date:

**Signature of the candidate
Address & Telephone No.**

Certified that there is no vigilance clearance pending or contemplated against the officer. The integrity of the officer is also certified.

The information provided by the candidate is correct as per office record.

The candidate, if selected will be relieved within 1 (one) month from the date of communication of the letter from SINP.

**Countersignature by Employer
(Employer's Official Seal and Telephone Number Mandatory)**

DATE

Note: Whenever there is a change of address or change in telephone number, the candidate/ Employer should intimate the same.