Annexure-I

**PROFORMA**

**RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT**

|  |
| --- |
| Affix Latest Photograph |

**PART-A**

1. Name of the Post :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name in Full(in Block Letters) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Father’s/Husband’s Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date of Birth :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Nationality :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. a) Address for Correspondence (in block letters):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pin Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Permanent Address (in block letters)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pin Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Whether you belong to (Pleas tick) : SC\_\_\_\_\_

(Attach copy of certificate)

1. Educational Qualifications :

(In chronological order from the Matric /SSLC and onwards)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Degree/Specialization | University/Institution | Division or equivalent | Percentage of Marks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Professional Training :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Organisation | Period | | Particulars of Training |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Knowledge of working on PC/Work station and Familiarity with software Packages (Please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Employment Record (details in reverse chronological order, starting with the last job), if any:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No. | Name & Address of the Employer | Period of service in each post (Duration in Months) | | Designation of post held & Scale of pay | Nature of work and level of responsibilities |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PART –B**

Additional details about present employer, if any.

1. (a) Present Pay Scale\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Central Govt./State Govt./PSU/Private Enterprises/Others)

(Please delete which are not applicable)

(b) If pay scale has been revised recently, state the date of revision and also the pre-revised pay scale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(i) Basic Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Revised**

(ii) Dearness Allowances

(iii) Other Allowances (Please specify)

Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please state whether working under :
2. Central Government
3. State Government
4. Autonomous Organisation
5. Government Undertaking
6. Universities
7. Private Organisation
8. Any other information you may wish to furnish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in brief and no annexure be enclosed)

1. Name and address of 2 persons (Not related to you) who are well acquainted with your academic record and professional work for reference:-

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART – C**

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time, I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice /compensation.

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**

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

**PART-D**

**FORWARDING AUTHORITY/EMPLOYERS ENDORSEMENT (In case of Employment)**

This is to certify that Shri/Smt/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \*regular/contract/tenure appointment in our \*department/institute/organization. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity or the officer is also certified. In case of \*his/her selection,\*he /she will be relieved on direct recruitment and \*his/her lien \*will/will not be retained by this organization.

\* Strike out whichever is not applicable

Signature of the Employer with Office Seal

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

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Self attested copies of all the relevant documents must be attached with the application