

Application for the post of SENIOR PERSONAL ASSISTANT (on deputation basis) at Acharya Narendra Dev College, New Delhi					
1	Name and address in BLOCK letters				Affix here recent passport size photograph
2	Father's Name				
3	Date of Birth (in Christian era)				
4	Date of retirement under Central/State Government Rules				
5	Educational Qualification	i)			
		ii)			
		iii)			
		iv)			
6	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		Possessed by the Officer	
	<u>Essential</u>				
	Desirable				
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post				
8	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.				
	Office/Instt./Organization	Post Held		Pay-band and Grade Pay (scale of Pay if in pre-revised scale of pay)	Nature of Duties
		From	To		

9	Nature of present employment (i.e. ad-hoc or temporary or quasi-permanent or permanent)		
10	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		
11	Additional details about present employment please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University		
12	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.		
13	Total emoluments per month now drawn		
14	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		
15	Whether belongs to SC/ST/OBC		
16	Contact Nos.	1) Office	
		2) Residence	
		3) Mobile	
		4) E-mail address	
17	If selected, specify the minimum required joining time		
Name of the current employer with address			<u>Signature of the Candidate</u>
Date:			
Countersigned:			
<u>Employer/Authorized Officer with Rubber Stamp</u>			

