

**Proforma for application for the post of Senior Reception And Protocol Officer on Deputation (ISTC) basis/absorption in the Office of UPSC**

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. (i) Date of entry in service  
(ii) Date of retirement under Central/State Govt. Rules
4. Educational Qualifications
- 5 (a) (i) Whether holding analogous posts on regular basis in the parent cadre or department; or  
(ii) Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the level -5 (Rs.29200-92300) in the pay matrix or equivalent in the parent cadre or Department; and  
(b) Do you possess the following educational qualification and experience:  
(i) Bachelor's Degree in any discipline from a recognised university or institute; and  
(ii) one year experience in work related to either reception or protocol or both.

***[Please enclose supporting documents for point number 5(a) & 5(b)]***

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.
- 6.1 **Note: Borrowing departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.**
7. Details of employment with brief description of duties performed, in chronological order (Starting from entry in service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*

Office/ Organization	Whether Central Govt./State Govt. /UTs/ Universities/ recognised research Institute/PSUs/ statutory/autonomous organisation	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ deputation)	Nature of duties with brief details of works performed during the appointment
				From	To		
1	2	3	4	5	6	7	8

\*Important: Pay band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band & Grade Pay/Pay Scale of the post held on regular basis to be mentioned.

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Details of ACP/MACP with present Pay Band & Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:-

Office/ Institution	Pay, Pay Band & Grade Pay drawn under ACP/MACP 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/ organization 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 & Integrity Certificate.
- 9.2** Note: Information under Column 9(c) to (d) above must 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/organization
- 10.** If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.
- 11.** Additional details about present employment: Please state whether working under-
- (a) Central Government
  - (b) State Government
  - (c) UT
  - (d) Universities
  - (e) recognized research institute
  - (f) public sector undertakings
  - (g) statutory organization
  - (h) autonomous organization
- 12.** Please state that you are working in the same department 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> CPC Matrix

<b>14.</b>	Total emoluments per month now drawn		
	Basic pay in the PB	Grade Pay	Total Emoluments

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15. In case the applicant belongs to an organization which is not following the Central Govt. pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed:

Basic Pay with Scale of Pay & rate of increment	Dearness pay/interim relief/other allowances etc. (with break-up details)	Total Emoluments

16.A **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 qualifications (ii)professional training and (iii)work experience over and above prescribed in the vacancy circular/advertisement)  
(Enclose a separate sheet if the space is insufficient)

16.B **Achievements**

The candidates are requested to indicate information with regard to:-

- (i) Research publications & reports and special projects
- (ii) Awards/scholarships/official appreciation
- (iii) 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

17. Full postal address of forwarding authority with name & telephone number

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.

**Date:**

**Signature of the candidate**

**Full office address**

**Tel. No.**

**Email ID**

**Signature of the forwarding authority**

**Name**

**Designation**

**Full office address**

**Tel No.**

**Officer's seal**

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**(Certificate to be furnished by the Employer/ Head of Office/Forwarding Authority)**

Certified that the information/details provided in the above application by the applicant namely \_\_\_\_\_ 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.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt \_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2019-20 to 2023-24) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. \*No major/minor penalty has been imposed on him/her during the last 10 years.
- v. \*A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

**Signature** :

**Name & Designation** :

**Telephone No.** :

**Fax No.** :

**Office Seal** :

**Place:**

**Dated:**

**List of enclosure:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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(\*Strike out which is not applicable.)