**ANNEXURE – I**

Essential and desirable experience and qualification for the deputation

|  |  |
| --- | --- |
| Post | Qualification |
| Senior Administrative Officer (02) | **Essential*** Applicants should be holding analogous post and having at least 5 (five) Years service as Sr. AO.
* The age of the applicant should not exceed 56 years on the closing date of receipt of applications.
* Applicant can be from any office under IA&AD.

**Desirable/ Preferable*** Preference may be given to candidates having professional certifications/IT qualifications/Technical qualifications/IT Experience and those comfortable in using IT systems.
 |

**ANNEXURE-II**

**Proforma regarding the bio-data of the applicant**

|  |  |
| --- | --- |
| 1. Name
 |  |
| 1. Designation
 |  |
| 1. (i) Date of birth and

(ii) Age as on 01.07.2024 |  |
| 1. Qualification
2. Educational
3. Professional
 |  |
| 1. Office to which belongs
2. Parent Office
3. Office and station in which working at present
 |  |
| 1. Whether belongs to SC/ST. If yes please mention category
 | Yes/No |
| 1. Date of entry into Govt. Service
 |  |
| 1. Date of entry in IA&AD
 |  |
| 1. Present Pay & Level
 |  |
| 1. Detailed experience and posts held

(Attach separate sheet giving details under this column, duly signed.) |  |
| 1. Proficiency in Compute:

(Details may be given) |  |
| 1. Contact details (Phone/Mobile No. & email address)
 | Phone/Mobile No.:Email address: |
| 1. Any other information
 |  |

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

**Annexure – III**

**ABSTRACTS OF APARs/ACRs in respect of ……………(Name of the candidate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2023-24 | 2022-23 | 2021-22 | 2020-21 | 2019-20 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

It is certified that:

1. I have verified the grading from the original APARs and found correct
2. No vigilance or disciplinary case is either pending or contemplated against the above officials. No major penalty has been imposed on the above officials in the past.

Date: ……………………. Sr. AO (Admn.)\*

Place: ------------------- O/o-------------------------------------------