

**Proforma For Application For Deputation to various Administrative Posts in the
MACS- Agharkar Research Institute, Pune
(An Autonomous Institute under Department of Science & Technology, Govt. of India)**

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1.	Name (in Block Letters)	
2.	Date of Birth (in Christian era)	
3. (i).	Date of entry into Service (Central/ State Government/Autonomous Institution/ Public Sector Undertakings/University etc.)	
(ii)	Date of Retirement in present Service	
4.	Educational Qualifications	
(i)	Essential qualification	
(ii)	Desirable qualification	
5.	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.)	
6.	Experience possessed by the officer	
(i)	Essential Experience	
(ii)	Desirable Experience	

7.	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.				
8.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis.
					Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:				
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme		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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.	
	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 and Integrity certificate.				
	Note: Information under Column 10 (c) & (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.				
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				

12.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government undertaking e) Universities / Others etc.		
13.	Please state whether you are working in Agharkar Research Institute and are in the feeder grade or feeder to feeder grade.		
14.	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.		
15.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total emoluments
16.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief / Other Allowances etc., (with break-up details)	Total emoluments
17.	Please indicate under which scheme the candidate is covered: a) Old Pension Scheme (CCS pension Rules) b) New Pension Scheme (NPS) c) Unified Pension Scheme (UPS) d) Contributory Pension Fund (CPF) e) Employee Provident Fund (EPF) f) Any Other Govt. Scheme (Please Specify)		
18.	Additional information , if any, relevant to the post you applied for 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) (Note: Enclose a separate sheet, if the space is insufficient)		
19.	Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and 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 official recognition (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)		

20.	Whether belonging to SC/ST	
21.	Official Address for Correspondence	
22.	Present Residential Address	
23.	Permanent Address as per service records	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the above application 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.

(Signature of the candidate)

Date: _____