

**PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION / CONTRACT BASIS**

<b>Important</b> (please don't leave blanks)	<b>Vacancy Notice No.</b> (appears on the top right side of notice)	
	<b>File No.</b> (appears on the left side of vacancy notice)	
	<b>Post against which application has been submitted</b>	
	<b>Basis for applying for the post (Tick One)</b>	<b>Deputation / Contract</b>

1.	Name	:	
2.	Father / Husband Name	:	
3.	Gender	:	
4.	Service	:	
5.	Department	:	
6.	Category	:	
7.	Date of Birth	:	
8.	DITS (Date of entry into Time Scale)	:	
9.	Date of entry in Gr. B (wherever applicable)	:	
10.	Present pay band with Grade Pay and basic pay as on date of application	:	
11.	Present Designation & Organization	:	
12 [A]	Correspondence Address :		
12 [B]	Permanent Address :		
13.	Contact Details :		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

**14. Educational Qualifications (Attach supporting documents):-**

S.No.	Qualification/ Degree	Subjects	Institution/ University, Place/Country	% or CGPA	Passing Year

**15. Experience Details (separate sheet may be attached along with supporting documents):-**

**For applicants in CDA PAY SCALES / IDA PAY SCALES/ PRIVATE SECTOR :-**

(Complete details of service / position held since joining)

Post Held	Organization Name with place of posting	Nature of work Experience	CDA/IDA PAY SCALES (Mention the substantive Pay Scale with GP/Level) (MACP not to be mentioned)/ PAY PACKAGE ANNUAL FOR PRIVATE SECTOR (CTC)	Period (From – To) dd/mm/yy – dd/mm/yy

**16. Essential Work Experience :-**

A.	<p><b>Pay scale of CDA:-</b> Executives either working or empanelled in Rs 78,800-2,09,200 (Level-12) (Revised)/ Rs. 15600-39100+Grade Pay Rs. 7600(Pre-revised) or higher in any Government Organisation or PSU including services put in on deputation, in the above pay scale with a total of 08 years service at Gazetted/Executive Level in any Government Organisation or PSU <b>OR</b> working in pay scale of Rs.67,700-2,08,700 (Level-11) (Revised) / Rs. 15600-39100/- (Grade Pay-6600) (Pre-Revised) for at least 03 years in the pay scale of Level 11 in any Government Organisation or PSU including services put in on deputation, in the above pay scale with a total of 08 years service at Gazetted/Executive Level in any Government Organisation or PSU.</p>	<b>YES/NO</b>
	<p><b>Pay Scale of IDA:-</b> Executives either working or empanelled in Rs.70,000-2,00,000(Revised)/Rs.29, 100 – 54,500/- (Pre-revised)) in any Government Organisation or PSU including services put in on deputation, in the above pay scale with a total of 08 years service at Gazetted / Executive Level in any Government Organisation or PSU <b>OR</b> working in pay scale of Rs. 60,000-1, 80,000/- (Revised)/Rs. 24,900-50500/- (Pre-revised) for at least 03 years in the pay scale of Rs. 60,000-1,80,000 (Revised)/ Rs. 24,900-50500/- (Pre-revised) in any Government Organisation or PSU including services put in on deputation, in the above pay scale with a total of 08 years service at Gazetted/Executive Level in any Government Organisation or PSU.</p>	<b>YES/NO</b>

<p><b>For Candidates working in Private Sector:-</b>  Candidates working at comparable level with relevant post qualification experience of minimum of 08 years at an executive level in reputed private sector. For the purpose of comparable and equivalent level, candidates must have a minimum gross salary of Rs. 15 Lakh per year during any of the financial year 2021-22 or 2022- 23 as per Form-16/ITR.</p> <p><b>Sub-note:</b> An applicant currently not in Government or Public Sector but having earlier similar experience in Government or Public Sector, shall also be eligible. Also, the Executives presently working in CDA/IDA pay scales in Government/PSU/Metro Projects who have earlier worked in Private sector, their services in executive level in Private sector will be considered for computing 08 years service in Executive level.</p>	YES/NO
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**17. Details of previous deputation/ Foreign assignment, if any (Attach supporting documents):-**

S.No.	Organization	Designation	From	To

18.	Whether debarred from deputation? If yes, please furnish details.	:	
19.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	
20.	Whether applied for deputation under Central Staffing Scheme i.e. Central deputation. If yes, registration number (if any) allotted by supremo.gov.in	:	

**21. APAR Ratings for last 04 years (Attach supporting documents):-**

Year	Rating

**22. Awards, if any (Attach supporting documents):-**

S.No.	Name of Award	Brief Details

23.	<b>Whether any conviction (by court of Law) /punishment/penalty (due to disciplinary action by employer) was awarded to applicant in last 10 years.</b>	<b>YES/NO</b>
	If yes, details of case.	Separate sheet may be enclosed
24.	<b>Whether at present any case is pending in the court of law or any disciplinary enquiry is going on, against applicant.</b>	<b>YES / NO</b>
	If yes, details of case	Separate sheet may be enclosed
25.	<b>NOC, Vigilance and D&amp;AR status from current employer enclosed.</b>	<b>YES / NO</b>
26.	<b>Copies of Annual performance appraisal report for last 04 years enclosed.</b>	<b>YES / NO</b>
27.	<b>Whether appeared for interview in UPMRC in past. (If yes, details of the interview)</b>	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

**(Name and Signature of the applicant)**

Place:

Date:

**Checklist of documents to be enclosed:**

1. Educational Certificates. (Matric / B.Arch. (five year course) From Government recognised University/Institute) (For all candidates)
2. Work Experience Certificate. (For all candidates)
3. NOC from present Employer. (For candidates from Government sector/Public Sector Undertakings (PSUs))
4. Vigilance and D&AR Clearance from present Employer. (For candidates from Government sector/Public Sector Undertakings (PSUs))
5. APARs of the Last 04 years. (For candidates from Government sector/Public Sector Undertakings (PSUs))