



**Proforma of application for Deputation to the post of
 Internal Audit Officer (Group 'A') in MANUU**

1.	Name and address (in Block Letters)	
2.	Date of Birth (in Christian ear)	
3.	Date of retirement under Central/State Govt. rules	
4.	Educational Qualifications	
5.	Whether eligibility conditions are fulfilled	
6.	Details of employment, in chronological order. Enclose a separate sheet duly Authenticated under your signatures, if the space below is insufficient.	
7.	Nature of present employment i.e. permanent/temporary/ad hoc	
8.	In case the present employment is 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	
9.	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	f) Others

10	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
11	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the re-revised scale of pay.	
12	Total emoluments per month now drawn.	
13	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) Work experience over and above prescribed in the Vacancy Circular/Advertisement:	
14	Please state whether you are applying for deputation/absorption/reemployment Basis (Officers under Central /State Government are only eligible for "Absorption". Candidates of non-Governmental Organizations' are eligible Only for Short Term Contract)	
15	Whether belongs to SC/ST/OBC	
16	Remarks (The candidates may indicate information with regard to	
	(i) Research/publications and reports and special projects	
	(ii) Awards Scholarship/ Official Appreciation	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Official Address:

**Countersigned
(Employer with seal)**

**CERTIFICATE / DOCUMENT TO BE FURNISHED BY THE EMPLOYER
OF THE CANDIDATE**

(Note: Application will not be considered in the absence of these certificates/ documents)

Certificates

1. Certified that particulars furnished by Shri/ Smt./ Ms.....presently working with this Department assince.....have been verified from his/ her service records and found correct.
2. No vigilance case is either pending or contemplated against Shri/ Smt./ Ms.....
3. No major / minor penalty was imposed on Shri/ Smt./Ms.....during the last ten years and his/ her integrity is beyond doubt.

Documents

Duly attested photocopies of the ACRS/ APARs for the preceding five years are enclosed.

Place:
Signature.....

Date:

Head of Department/ Office....
(with office seal)