



**PROFORMA FOR APPLICATION FOR THE POST OF
General Manager**

1. Name:
2. Present Post held:
3. Scale of Pay/Pay Band and Grade Pay of the post held
4. Present Basic Pay with Grade Pay, if any:
5. Office Address:
6. Date of Birth:
7. Due date of retirement on superannuation as Per the rules

Of the concerned organization:

8. Educational Qualifications:
9. Details of employment in chronological order in a separate sheet, duly authenticated by your

signature in the following format:

Office/Institution	Post held	From	To	Pay Scale/Pay Band/Grade Pay	Nature of duties performed (in brief)

[Period of ad-hoc promotion in any post should be mentioned separately]

10. Nature of the duties of the post held at present in detail:
11. Nature of present employment, i.e. ad-hoc, temporary, permanent or quasi- permanent:
12. 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 you belong

13. Additional details about present employment (please state whether you are working under)-
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
 - (e) Others
14. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale of pay.
15. Total emoluments drawn per month with break-up:
16. Additional information, if any.
17. Whether you belong to SC/ST/OBC:

(Signature of the candidate)

Mobile No.:

E-mail ID

Fax No. (Office)

Date:

Address (Office)

Countersigned by

Employer with date and Seal