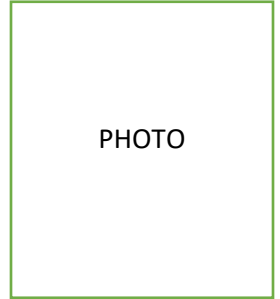


PROFORMA FOR APPLICATION FOR THE POST OF CHIEF ADMINISTRATOR
THROUGH PROPER CHANNEL

Last date of receipt of completed application is **30th July 2025.**



1. **Name:**
[insert full name in Block letters]
2. **Employee No.:**
3. **Designation with office and place of posting:**.....
4. **Office Address with Tel.No.:**
.....
5. **Date of Birth (DD/MM/YYYY) as on 01.07.2025:**
6. **Gender:**
7. **Current Mailing Address:**
.....
8. **Permanent Address:**
.....
9. **Email Id:** **Mobile No.:**
10. **Educational Qualification:**

i. **Academic (Graduation onward):**

Examination Passed	University/ College/ Board	Subjects taken	Year of Passing	Duration of Course	Percentage of marks secured

ii. **Professional:**

Name of Exam Passed	Examining Body	Subjects taken	Year of passing	Duration of Course	Percentage of marks secured

11. Membership of Professional Associations:

- (i)
- (ii)
- (iii)

12. Details of positions held:

From (MM/YY) To (MM/YY)	Position Held	Responsibilities handled (brief description)

13. Trainings attended:

.....

.....

14. Any other information you want to share:

.....

.....

.....

15. Have you ever been convicted by a court of law? (please ✓) NO/YES*
(*please give details in separate sheet.)

16. Certification :

I _____ (insert full name),
certify that the above information is correct to the best of my knowledge and belief.

I further certify that no disciplinary / vigilance proceedings are either pending or contemplated against me and that there are no legal cases pending against me.

There have been no major / minor penalty awarded against me.

.....
Signature of the Applicant

Date:

Place: