

APPLICATION PROFORMA

Name of the Post Applied for:

Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :

Passport size
photograph
to be pasted

Correspondence Address :

Date of Birth (DD/MM/YYYY) : -/- -/- - - -

Age (In Years, Months & Days) :
(as on closing date for receipt of application)

Category : **Gen/SC/ST/OBC/PH**
(copy of relevant certificate to be enclosed in case of SC/ST/OBC/PH)

Educational Qualification (Copies of Relevant certificates/Degrees to be attached):

a. Essential (Starting from Degree Examination onwards)

| S. No. | Name of Exam Passed/ Degree | Board/ University | Month & Year of Passing | Duration of Programme | Subjects | % / Division |
|--------|--------------------------------|-------------------|----------------------------|--------------------------|----------|--------------|
| 1. | | | | | | |
| 2. | | | | | | |

b. Desirable

| S. No. | Name of Exam Passed/ Degree | Board/ University | Month & Year of Passing | Duration of Programme | Subjects | % / Division |
|--------|--------------------------------|-------------------|----------------------------|--------------------------|----------|--------------|
| 1. | | | | | | |
| 2. | | | | | | |

Experience: (Copies of relevant Experience Certificate to be attached)

| S. No. | Post Held | Name of Organization | Type of Post (Part time/ Contractual/ Ad-hoc/ Regular/ Temporary/ Permanent) | Period (Exact dates to be given indicating day, month & year) | | Total Duration | | | Salary Drawn | Nature of Work |
|--------|-----------|----------------------|--|--|------------------------|----------------|--------|------|-----------------|-------------------|
| | | | | From (DD/MM/ YYYY) | To (DD/MM/ YYYY) | Years | Months | Days | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

DECLARATION

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Enclosures:

Place:

Signature of Applicant (with date)

Note:

1. A brief self assessment (one page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates for Educational qualification, Experience and Date of Birth (DOB) etc. with their application.
3. The experience gained in full time employment, in the relevant field, after the completion of Essential Qualification, within the closing date of receipt of applications, is to be mentioned.
4. The details of experience i.e. Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment at each post (date, month and year) & field of experience indicating basic pay and consolidated pay, must be enclosed. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with respective duration(s).
5. Candidates serving in Central/State Govt. or any Govt. undertaking/autonomous organization, are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
6. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
7. The application must contain the Vision Document (Max 500 words) which should include statement indicating their involvement in similar organization and their contribution in increasing income/ solving problems/ product development/ imparting training etc. The Vision Document should have new action initiation and ideas for the respective Centre. The write up should broadly cover the SWOT analysis of the Centre. You may also visit the website of concerned centre.
8. Incomplete applications or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.

Note: The crucial date of determining the age-limit shall be the closing date for receipt of application from candidates. Further, the post-qualification experience in the relevant field will only be considered for the purpose of experience criteria mentioned for the respective posts.