

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT IN THE RAJYA
SABHA SECRETARIAT ON TRANSFER ON DEPUTATION BASIS**

1. Name (in block letters):
2. Address with telephone/mobile number & E-mail address:
3. Present Designation:
4. Organization where working:
5. In case the present employment is held on deputation/contract basis, please state-
 - a. The date of appointment:
 - b. Period of appointment on deputation/contract:
 - c. Name of the parent office/organization to which you belong:
6. Date of Birth:
7. Date of retirement:
8. Scale of Pay of the post presently held/last held & Basic Pay drawn:
9. Educational Qualifications:
10. Whether belong to SC/ST/OBC:
11. Technical/Professional qualification, if any:
12. Training:
13. Details of employment in chronological order:
(Please enclose a separate sheet, duly authenticated)

Sl.No.	Name of the Ministry/Department Office	Post held	From	To	Scale of Pay	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

Dated:

Signature of the applicant

Address:_____

E-mail:_____

Tele:_____

Mobile No._____

CERTIFICATE
(FROM THE EMPLOYER)

1. Certified that particulars furnished by Shri/Smt./Kum. _____ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Kum. _____. His/her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Kum. _____ during the last 10 years as per records in the Department.

SIGNATURE OF HEAD OF OFFICE/DEPARTMENT
WITH STAMP

PLACE:

DATE: