

**Proforma of application for the post of Private Secretary
(On Deputation)**

Self-attested photograph to be pasted here

1. **Post applied for : Private Secretary**
2. Name of the Applicant:
3. Father's / Spouse Name:
4. Date of birth: / /Age on closing date:
5. Place of Birth :.....
6. Marital Status: Single / Married / Divorced / Widowed:.....
7. Gender: 8. Nationality:
9. Category: SC / ST / OBC / EWS / ESM/etc.....
10. Aadhaar No. :
11. Correspondence Address with Pin code, Telephone Number & Email ID:
.....
.....
.....
12. Permanent Address with Pin code, Telephone Number & Email ID:
.....
.....
.....
13. Educational Qualification:

S. No.	Name of Course / Exams Passed	University / Institution Board	Duration of the Course	Year of Passing	Main subjects taken	Subject of Specialisation	Div./ Class & % of Marks
1							
2							
3							

14. Employer Address (Controlling Authority / Office):

.....

15. Details of present post held (if any) :

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16. Details of Employment/experience in chronological order (Attested copies of 'Experience Certificates' to be attached) :(Enclose a separate sheet duly authenticated by your signature, if space below is insufficient)

Office/Instt.	Position held	regular/temporary/permanent	Level as per 7 th CPC	Exact dates to be given (indicate day, month & year)		Nature of duties
				From	To	

17. Details of departments where worked:

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18. Attested copies of APARs for the last five years: (To be enclosed by the Deptt where presently working)

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19. Fee Payment Details: (if applicable)

Name of the Issuing Bank:

Draft No. & Date of Issue:

Amount of Fee (Rs.):

20. Technical & Computer Literacy

Computer Proficiency (Yes / No):

Typing Speed (if applicable) :WPM

Software Skills (MS Office, Tally, Programming, etc.) :.....

Other Certificates / Diplomas in Computers (if any) :

21. Sp. Course / Certification:

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.....

22. Extra-Curricular Activities & Achievements:

23. Certificate by the applicant:

I..... state that I have carefully gone through the eligibility criteria for the post of in MSRVP, as notified in the website of the MSRVP and certify that I am eligible to be considered for the post. I have enclosed the required self-attested copies of the educational & other qualifications.

If any information is found false, incorrect, or concealed, I understand that I may be disqualified from selection or, if appointed, my employment may be terminated without notice or compensation.

Date: _____

Place: _____

Signature and Name of the Candidate

24. Forwarding of application by the Department:

Certified that the above information furnished by the applicant Shri/ Ms.....have been verified from his/ her service records and have been found to be correct. Shri/ Ms.is within the age limit of 55 years as on the last date for receipt of application as per date of birth recorded in service book. Certified copies of APARs for the last five years of Shri/ Ms.....are enclosed. His/ Her application for the post of in MSRVVP is hereby forwarded with the approval of the competent authority. In the event of his selection for the said post, the department will relieve him immediately for taking up the post of in MSRVVP, Ujjain. It is further certified that there is no vigilance case pending or contemplated against Shri/Ms.....

Date:	Signature of the authorized officer of the Department forwarding the application for the post of in MSRVVP
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Employer Seal:

CHECKLIST OF DOCUMENTS TO BE ATTACHED

(✓ Tick the appropriate boxes before submission)

- Demand Draft (DD) as per application fee**
- Self-attested copy of Matriculation (10th) Certificate (for Date of Birth proof)**
- Self-attested copy of Intermediate (12th) Certificate**
- Self-attested copies of Graduation and Post-Graduation Degrees & Mark Sheets**
- Self-attested copies of Experience Certificates (if applicable)**
- APARs for the last five years (if applicable)**
- Experience Certificate and NOC cum Vigilance Clearance Certificate on prescribed format (if applicable)**
- Caste Certificate (if applicable)**
- Self-attested copy of Computer Literacy Certificate**
- Any Other Relevant Documents (Specify: _____)**

Date:

Signature of the applicant