

# Proforma of application for the post of Private Secretary

## (Direct Recruitment)

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

.....

.....

15. Details of Employment/experience (Attested copies of ‘Experience Certificates’ to be attached):

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

16. Fee Payment Details: (if applicable)

Name of the Issuing Bank:.....

Draft No. & Date of Issue: .....

Amount of Fee (Rs.): .....

17. 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): .....

18. Sp. Course / Certification:

.....

.....

19. Extra-Curricular Activities & Achievements: .....

20. Certificate by the applicant:

I..... State that I have carefully gone through the eligibility criteria for the post of ..... in MSRVVP, as notified in the website of the MSRVVP 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**

**NO OBJECTION-CUM-VIGILANCE CLEARANCE CERTIFICATE**

(For In-Service Candidates Only)

The applicant, **Shri/ Ms.** \_\_\_\_\_, is holding a **permanent /temporary** post of \_\_\_\_\_ in \_\_\_\_\_ (Department/ Office) the pay scale as per **7<sup>th</sup> CPC, Level** \_\_\_\_, from \_\_\_\_\_ (**Start Date**) to \_\_\_\_\_ (**End Date**), and his/her basic pay is Rs. \_\_\_\_\_ per month. This office has no objection to **Shri/ Ms.** \_\_\_\_\_, applying for the post \_\_\_\_\_ of \_\_\_\_\_ under \_\_\_\_\_ Advertisement No. \_\_\_\_\_ at **MSRVVP, Ujjain, and will be ready to relieve him/her immediately on being selected / offer of appointment issued for the said post.**

Further, it is certified that no disciplinary proceedings, vigilance case, or criminal proceedings are either pending or contemplated against **Shri/ Ms.** \_\_\_\_\_.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Head of the Institution/Authorized Signatory**

**Name & Office 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)**
- Experience Certificate and NOC cum Vigilance Clearance Certificate on prescribed format as per annexure (if applicable)**
- Caste Certificate (if applicable)**
- Self-attested copy of Computer Literacy Certificate**
- Any Other Relevant Documents (Specify: \_\_\_\_\_)**

Date:

Signature of the applicant