

**Proforma of application for the post of Staff Car Driver
(Deputation/Direct Recruitment)**

Advertisement No. : F.No.3-2/2021(A&F)/MSRVVP/1920 Dated: 07-03-2026

Published in Employment News Edition: 7th – 13th March, 2026

1. **Post applied for: Staff Car Driver** (Tick Anyone Deputation /Direct)

2. Name of the Applicant:

3. Father's / Spouse Name:

4. Date of birth: / /Age on closing date:

5. Application Fee: DD NoDated.....Bank.....

6. Marital Status: Single / Married / Divorced / Widowed:

7. Gender:8. Nationality:

9. Category (UR/OBC/SC/ST etc):

10. Aadhaar No. :

11. Correspondence Address with Pin code, Telephone Number & Email ID:

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12. Permanent Address with Pin code, Telephone Number & Email ID:

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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 Specialization	Div./ Class & % of Marks
1							
2							

Self-attested
photograph to
be pasted
here

3							
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14. Language Proficiency : Hindi / English / Any other Language :

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

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

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. Any other certificates like - Driving License, ITI- Trade Certificate, Electricity License / Course Certificate etc.....

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18. Extra-Curricular Activities & Achievements:

19. Please Write Yes/ No for below questions:

	Yes/No
Have you ever been arrested or convicted by any court in India or abroad for any civil or criminal offense?	
Are you currently involved in any lawsuit, civil or criminal, as a party or were you ever involved in any lawsuit, civil or criminal, as a party?	
Either in your current employment or in your past employment, has any complaint been filed against you to the internal complaints committee (ICC) or any organizational committee involving issues of sexual harassment, bullying, ragging etc.?	
Have you ever been terminated by any employer for misconduct, fraud, embezzlement, or violation of any policies of the company, etc., or asked to resign because of such conduct?	
The institute receives RTI requests asking for the details of the applicants for various posts. Do you agree to the release of your application details to any third party under RTI? Please note that if you say "Yes", we will release your application details to third parties and we can't guarantee the protection of your privacy.	
Do you have any relatives working in MSRVVP Ujjain?	
Do you have relevant work experience as per the position you are applying for?	

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 7th 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 Staff Car Driver under Advertisement No. Advertisement No. : F.No. 3-2/2021(A&F)/ MSR VVP / 1920 Dated: 07-03-2026 Published in Employment News Edition 07th-13th March, 2026 at MSR VVP, 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)

- Self-attested copy of Matriculation (10th) Certificate (for Date of Birth proof)**
- Self-attested copy of Intermediate (12th) Certificate**
- 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