

**PROFORMA FOR APPLYING FOR THE POST OF ASSISTANT
ADMINISTRATIVE OFFICER**

1. Name of the Candidate :
2. Name of the ICAR Institute where candidate is working at present :
3. Date of birth & age :
4. Educational & other qualifications :
5. Present post held on regular basis with date of appointment :
6. Brief particulars of the service including the present post :

Post held	Scale of pay	Period	Office	Nature of duties

7. Date of confirmation / post held substantively :
8. Whether belongs to SC/ST/UR :
9. Email address/contact details :
10. Any other information/particulars relevant to the service of the employee :

SIGNATURE OF THE CANDIDATE

Date:

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above have been verified from the service book and found correct. Attested copies of last 5 years enclosed.

SIGNATURE WITH STAMP OF HEAD OF OFFICE