**PROFORMA FOR APPLICATION FOR THE POSTS IN THE SIXTEENTH FINANCE COMMISSION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Post Applied For | : |  |
| 2 | Scale/Level of Pay of Post applied | : |  |
| 3 | (a) Name (in block letters) | : |  |
|  | (b) Sex (Male/Female) | : |  |
|  | (c) Residential Address(in block letters) | : |  |
|  | (c) Mobile No | : |  |
|  | (d) Email Id | : |  |
| 4 | Date of Birth | : |  |
| 5 | Educational Qualifications | : |  |
| 6 | **Present Employment** |  |  |
| (a) | Name of the Employer | : |  |
| (b) | Post held and scale/level of pay | : |  |
| (c) | Nature of employment i.e.adhoc/temporary/contract/regular | : |  |
| (d) | Whether the employment is on deputation, and if so, period of present deputation/contract | : |  |
| (e) | Date since when employment with Present Employer | : |  |
| 7 | Total Length of Service | : |  |
| 8 | Nature of the parent office/organization/cadre controlling authority | : |  |
| **9** | **Previous employment(s) (starting with the last one first)** |
| **Name of the post with scale/****level of pay** | **Period** | **Nature of Appointment** | **Name of Employer** | **Nature of Duties in Brief** |
| **From** | **To** |
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|  |  |  |  |  |  |
| 10 | Training undergone(starting with last one first) | : |  |
| 11. | Whether conversant working in M.S. Excel(Nature of job where used extensively) | : |  |
| 12 | Whether used any software or programming language for econometric modelling [give details] | : |  |
| 13. | Whether having experience of analysis of state/public finance and budgeting[Please cross refer to table at Sl. No. 9] | : |  |
| 14. | Whether having experience of working in previous Finance Commissions | : |  |
| 15. | Any other relevant experience | : |  |
| 16. | Whether belongs to SC/ST/OBC | : |  |
| 17. | Any additional information relevant for the application | : |  |

Top of Form

**(Signature of the Applicant)**

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

**Recommendations of the Competent Authority:**

1. Service particulars given by the applicant are verified w.r.t. service records and found to be correct.
2. The officer/official is clear from vigilance angle.
3. ACR/APAR Gradation Chart for the last 05 years.
4. If the officer/official is selected for appointment on deputation in the Sixteenth Finance Commission, he/she will be relived within 15 days of receiving the intimation in this Ministry/Department/Organization.

Signature of the Competent Authority

[DS/Dir(Admn)/JS(Admn) of the

Ministry/Department/Organisation]

along with contact details