**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