

APPLICATION FOR THE POST OF PERSONAL ASSISTANT IN JERC, GURUGRAM

1	a) Name b) Present Designation & Organization c) Office Address d) Residential Address e) Tele Ph. No. /Mobile No. f) E-mail ID													
2	Date of Birth (in Christian era)													
3	Date of retirement under Central/ State Government rules													
4	Educational Qualification & Details of Experience	<i>Please fill up 'Format-'A' attached .</i>												
5	Details of employment, in chronological order. Enclose a separate sheet , duly authenticated by your signature, if the space below is insufficient													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Organization</th> <th style="width: 10%;">Post Held</th> <th style="width: 10%;">From</th> <th style="width: 10%;">To</th> <th style="width: 25%;">Scale of pay and basic pay(Pay in Pay Band and with Grade Pay) and Basic Pay in corresponding 7th CPC level in Pay Matrix</th> <th style="width: 30%;">Nature of duties</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Organization	Post Held	From	To	Scale of pay and basic pay(Pay in Pay Band and with Grade Pay) and Basic Pay in corresponding 7 th CPC level in Pay Matrix	Nature of duties							
Organization	Post Held	From	To	Scale of pay and basic pay(Pay in Pay Band and with Grade Pay) and Basic Pay in corresponding 7 th CPC level in Pay Matrix	Nature of duties									
6	Nature of present employment i.e. Regular or Contract													
7	In case the present employment is held on deputation/ contract basis, please state (a) The date of initial appointment (b) Period of appointment on deputation/ contract (c) Name of the parent office/ organization which you belong													
8	Additional details about present employment:- Please state whether working under (a) Central Government (b) State Government (c) Autonomous organization (d) Public Sector undertakings													
9	Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale													
10	Total emolument per month now drawn a) Basic Pay b) Grade Pay c) DA @ % d) HRA e) Transport Allowance f) Any other allowances													

11	Additional information, if any, which you would like to mentioned in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
12	Whether belongs to SC/ST	

Signature of the candidate

Address:

FORMAT – A
FOR THE POST OF PERSONAL ASSISTANT

Sl. No. 4 Annexure-I

Educational Qualifications:

Degree & Any Other Diploma/ Course etc.	Name of Institute/ University	Year of Admission	Year of Passing	Prescribed Duration of course	Percentage/ Grade	Specialization, if any	Whether done Full Time Or Distance Learning

Note: Please attach certified copy of Degree/Marksheet/Certificate

Sl. No. 4 Annexure-II

Details Experience:

S. No.	Nature of Experience	Elaborate on the specific experience you have in this field
1.	Taking Short Hand Dictation	Speed
2.	Typing Speed on Computer	Speed
3.	Proficiency in Note Drafting & Conversation in English	
4.	Extent of Proficiency in MS-Excel	
5.	Extent of Proficiency in Power Point Preparation e.g.: Bar Chart/Pie charts/Gen Graphics inclusion of special effects in PPT	
6.	<ul style="list-style-type: none"> i. Your thinking of the duties/ responsibilities and qualities a Personal Staff need to have for efficient discharge of his duties. ii. To what extent on a scale of 1-10 you rate yourself on 6 (i) above 	

Signature of the candidate

Address: