

APPLICATION FOR THE POST OF PRIVATE SECRETARY 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: 20%;">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: 25%;">Nature of duties</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <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													
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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:

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.	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: