

**University Grants Commission**  
**Bahadur Shah Zafar Marg, New Delhi**

**Proforma for application for the post of Senior Statistical Assistant**

<b>Personal Information</b>	
Applicant ID	
Post applied for	
Name	
Date of Birth	
Age	
Caste Category	

<b>Contact Information</b>	
Official Address	
City/Town	
*Mobile No	
*E-mail	
* Mandatory	

<b>Pay scale Details</b>	
Cadre to which belongs	
Name of All India service/central civil service	
Date of entry in service	
Title of the substantive post in the parent organization, Scale pay, Grade pay	
Age of superannuation in the substantive post held in parent organization	
Current post held	
Pay scale	
Grade pay, Drawn since when	Permanent /Contract
No. of years for which current scale of pay and Grade pay is drawn, since when	
*Is any vigilance/disciplinary case pending or contemplated against you? *Only in case the candidate is employed in Govt. Service.	

<b>Education Qualifications</b>								
S.No	Degree	College/Univ ersity/Board	Year of passing/Awarded	Major subjects offered	Marks (CGPA) obtained/total marks (CGPA)	Percentage- Division	Specialization	View Certificate

\*Self attested copies of all relevant documents should be enclosed.

<b>Employment Details</b>				
Post held in chronological order	Scale of pay	Address of organization	Nature of appointment	Service period (From/To)

Experience in data analyses / interpretation: (Y/N) (Only if the candidate is working in State/Central/Autonomous bodies)

If 'Y' please specify total experience: \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days.

**Any other relevant information**(Max 500 words)

**Declaration**

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief, I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

**Applicant's Signature with Name**

**Forwarding by head of the institution**

I hereby forward the aforesaid application of Mr. /Mrs. \_\_\_\_\_ working as \_\_\_\_\_ for the post of available in our office. This is to further certify that at present, neither by the applicant is as per the records proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection he/she would be relieved immediately.

**Signature by Head of the Organization**

**Place:**

**Office Seal:**

**Date**

**Name of the Head of the Organization  
(In Block letters)**