

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT  
IN T.R.A.I. (HQ), NEW DELHI**

**Passport Size  
photograph  
duly attested by  
the present  
employer**

1. Name of applicant with Complete Office Address,  
e-mail & Telephone No. (in Block letters) ... ..
2. Residential Address with Phone No. ... ..
3. Date of Birth (in Christian era) ... ..
4. Whether belongs to SC/ST / OBC ... ..
5. Date of retirement under Central/State Govt. Rules ... ..
6. Educational Qualifications ... ..
7. Whether belongs to Organised Gr. A Service  
If Yes, then mention Name of Service and Batch Yes/No
- 8.. Whether Educational and other qualifications  
required for the post are satisfied (If any qualification  
has been treated as equivalent to the one prescribed  
in the rules, state the authority for the same) ... ..

		Qualification/ Experience required	Qualification /Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		

9. Post held on regular (i.e. substantive) basis and the date  
from which held with pay scale ... ..
10. Please state clearly whether in the light of entries  
made by you above, you meet the requirements of  
the post ... ..
11. Details of Employment, in chronological order,  
enclose a separate sheet, duly authenticated by  
your signature, if the space below is insufficient ... ..

P.T.O.

Office/Instt/ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties
------------------------	-----------	------	----	-------------------------------	---------------------

- |     |  |     |     |     |  |
|-----|--|-----|-----|-----|--|
| 12. | Nature of present employment, i.e. adhoc or temporary or permanent or contract.  | ... | ... | ... |  |
| 13. | In case the present employment is held on deputation/contract basis, please state  |     |     |     |  |
|     | a) The date of initial appointment   | ... | ... | ... |  |
|     | b) The period of appointment on deputation/contract  | ... | ... | ... |  |
|     | c) Name of the parent office/organization to which you belong  | ... | ... | ... |  |
| 14. | Training/Courses attended  | ... | ... | ... |  |
| 15. | Additional details about your present employment Please state whether working under –  |     |     |     |  |
|     | a) Central Government  | ... | ... | ... |  |
|     | b) State Government  | ... | ... | ... |  |
|     | c) Autonomous Organizations  | ... | ... | ... |  |
|     | d) Government Undertakings   | ... | ... | ... |  |
|     | e) Universities  | ... | ... | ... |  |
| 16. | 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                                    |     |     |     |  |
| 17. | Total emoluments per month now drawn   | ... | ... | ... |  |
| 18. | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. |     |     |     |  |
| 19. | Remarks  | ... | ... | ... |  |

Date:

(SIGNATURE)

Mobile No. ....

Certified that the service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority