

FORMAT FOR DEPUTATION IN HARYANA KAUSHAL ROZGAR NIGAM LIMITED FOR THE POST OF GENERAL MANAGER- FINANACE AND DEPUTY GENERAL MANAGER- FINANCE

Application For The Post Of :- -----

1.	Name of Applicant	
3.	Date of Birth	
4.	Applicant's Phone	
5.	E-mail address	
6.	Educational Qualification:	
7.	Date of entry into Govt. service	
8.	Date of Retirement	
9.	a) Present post held	Post:
		Place of Posting:
		Department Name and Address:
10.	a) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade.	
	b) Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay)	
11.	Date from which the present pay scale on regular basis was granted	
12.	Date of next increment	
13.	Name, address and telephone number of presently concerned Administrative officer in the office of Directorate of Department/ Organization.	

14.	Describe the responsibilities of post held by you in your career. (Name of Post and nature of duties)	1.
		2.
		3.
15.	Whether you are comfortable to work on computer	MS Word Yes/No
		MS Excel Yes/No
		Power Point Yes/No
16.	Please attach the copy of Appreciation letters, if received in your service career.	
17.	Any other commendable achievements during Govt. Service.	

Date:Signature of the Candidate

For Office Use Only----

The particulars of the applicant have been verified and found to be correct. It is certified that no disciplinary proceedings under Rules 7 and 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 are pending or contemplated against the applicant. Furthermore, no vigilance inquiry of any nature is pending against the applicant.

Accordingly, the application is hereby forwarded to the Chief Executive Officer, Haryana Kaushal Rozgar Nigam Limited (HKRNL), for consideration.

Signature of HoD/Appointing Authority
(along with Stamp)