

**Affix
passport size
photograph**

Applications for the post of Personal Assistant (PA) on Deputation basis.

Name (In block letters)					
Contact (Telephone No.)					
Date of Birth					
Present Address					
Present post held					
Name of Office/Department where presently employed					
Date of appointment to the present post					
Present Pay Scale and Grade Pay					
Educational qualifications					
Details of Employment: (Enclose a separate sheet duly authenticated by your signature, if the separate space below is sufficient)					
Post Held	Nature of appointment whether regular, ad-hoc, deputation contract etc.	Period		Scale of pay and basic pay & GP	Nature of Experience
		From	To		

Signature of candidate