



MAULANA AZAD NATIONAL URDU UNIVERSITY

*(A Central University)*

*Gachibowli, Hyderabad – 500 032.*

**Proforma of application for Deputation to the post of**

**Internal Audit Officer ( Group ‘A’) in MANUU**

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| --- | --- | --- |
|  | Name and address (in Block Letters) |  |
|  | Date of Birth (in Christian ear) |  |
|  | Date of retirement under Central/State Govt. rules |  |
|  | Educational Qualifications |  |
|  | Whether eligibility conditions are fulfilled |  |
|  | Details of employment, in chronological order. Enclose a separate sheet duly Authenticated under your signatures, if the space below is insufficient. |  |
|  | Nature of present employment i.e. permanent/temporary/ad hoc |  |
|  | In case the present employment is 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 to which you belong |  |
|  | Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.) |  |
|  | * 1. Central Government b) State Government   c) Autonomous organization d) Government Undertaking  e) Universities f) Others | |

|  |  |  |
| --- | --- | --- |
|  | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. |  |
|  | Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the re-revised scale of pay. |  |
|  | Total emoluments per month now drawn. |  |
|  | Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to |  |
|  | * 1. Additional academic qualifications :   (ii) Work experience over and above prescribed in the Vacancy  Circular/Advertisement: | |
|  | Please state whether you are applying for deputation/absorption/reemployment Basis (Officers under Central /State Government are only eligible for "Absorption". Candidates of non-Governmental Organizations’ are eligible Only for Short Term Contract**)** |  |
|  | Whether belongs to SC/ST/OBC |  |
|  | Remarks (The candidates may indicate information with regard to |  |
|  | (i) Research/publications and reports and special projects |  |
|  | (ii)Awards Scholarship/ Official Appreciation |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

# Signature of the candidate

**Official Address:**

**Countersigned**

(Employer with seal)

**CERTIFICATE / DOCUMENT TO BE FURNISHED BY THE EMPLOYER**

**OF THE CANDIDATE**

**(*Note: Application will not be considered in the absence of these certificates/ documents*)**

**Certificates**

1. Certified that particulars furnished by Shri/ Smt./ Ms..............................................presently

working with this Department as .............................since.........................have been verified from his/ her service records and found correct.

1. No vigilance case is either pending or contemplated against Shri/ Smt./ Ms........................

3. No major / minor penalty was imposed on Shri/ Smt./Ms....................................during the last ten years and his/ her integrity is beyond doubt.

**Documents**

Duly attested photocopies of the ACRS/ APARs for the preceding five years are enclosed.

Place: Signature.................................

Date: Head of Department/ Office....

(with office seal)

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