

Proforma

1. Name (Capital)& PEN :
2. Present Designation :
3. Present Station :
4. Date of Birth :
5. Qualification

a) General

b) Technical

(Year of passing should be specified)

6. Non Qualifying Service

(Mention the period & reason)

7. Total Length of Service as
on 14/2/2021 :

(After deducting non qualifying service)

8. Details of appointment in the
entry cadre :

a) PSC Advice No: &Date :

b) Appointment Order No:&Date:

c) Date of joining in the entry cadre :

d) Date of Probation declaration in the entry cadre& Order No:

9. Promotion Details :

(All promotion details from entry cadre to Technical Assistant Gr.2 Should be specified)

- I. 1st promotion (from entry cadre) :

a) Promotion order No:& date :

b) Name of promoted post :

c) Date of Joining in the promoted post:

d) Date of probation declaration & order No:

II. 2nd Promotion Details

- a) Promotion order No : _____
- b) Name of promoted post : _____
- c) Date of Joining in the promoted post: _____
- d) .Date of probation declaration & order No _____

III. 3rd Promotion details (if available)

- a) Promotion order No:&Date : _____
- b) Name of promoted post : _____
- c) Date of Joining in the promoted post: _____
- d) .Date of probation declaration & order No _____

10. Any other relevant information :

11. Mobile number of incumbent:

Signature of incumbent

Certified that service particulars furnished above are verified with connected records and found current.

Office seal

Date;

Name and Signature of Head of
Institution

Counter signature of concerned DMO(H)

NB: Copy of connected orders should be attached