

PROFORMA FOR APPLICATION

NAME OF THE POST – SECRETARY GENERAL, QUALITY COUNCIL OF INDIA

To be filled by the candidate	For official use	
Advt. No.: _____	Application No. _____	Affix your recent coloured passport size photograph
	Date of receipt: _____	

Personal Details			
1. NAME (IN BLOCK LETTERS)			
2. Father's Name			
3. Date of Birth DD/MM/YYYY		4. Age – (As on closing date of application)	_____ years
5. Marital status		6. Sex	Male__ Female__
7. Address for correspondence with pincode			
8. Permanent address With pincode			
9. Contact No.	Landline: Mobile:	10. email	
11. Present designation & organization _____			
12. NATIONALITY _____			

13. ACADEMIC QUALIFICATIONS					
Name of School/College	Board or University	Exam Passed / Degree Obtained	Year of Passing	Rank/Div/Equivalent	Main Subjects

14. EMPLOYMENT RECORD (in chronological order, starting with current job):

Designation of the Post held	Name & Address of Organization	Scale of pay / pay band	Period		Nature of work
			From	To	

15. ADMINISTRATIVE EXPERIENCE, IF ANY (WITH SPECIFIC REFERENCE TO HEADING THE ORGANISATION / DEPARTMENT)

16. Awards/Scholarships / Research Publications / International assignments & Reports etc.

17. International exposure of candidate (international committees, Plenary Address, Chair or collaboration):

18. Membership of National Professional bodies/Societies/Associations/Committees

Name of Body	Position / Post Held	Date	
		From	To

19. Any other relevant information:

20. In 250 words, kindly justify your candidature for the post *applied*

Use additional sheet where necessary

Declaration:

I, _____, hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief, and nothing has been concealed / distorted. In the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature / appointment shall be liable to be summarily cancelled / terminated.

Place _____	Signature _____
Date _____	Full name _____

List of enclosures:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Notes:

1. Persons already in employment / Government job should route their applications through proper channel along with NOC from the present employer.
2. Applying for a post and merely fulfilling the eligibility criteria does not confer the right to be called for interview.
3. Only shortlisted candidates will be called for the interview.
4. Canvassing in any form would disqualify the candidate.
5. Vigilance clearance would be required from parent institution.

Joint Director (Incharge Admn)

PROFORMA FOR NOMINATION

(Nomination Form to be filled only by the current / former Head of Institution / Organisation / Industry)

NAME OF THE POST – SECRETARY GENERAL, QUALITY COUNCIL OF INDIA

Details of the nominating authority			
1. Name & Address Of The Institution / Organisation / Industry <small>(IN BLOCK LETTERS)</small>			
2. Name & Designation Of the Nominating Authority <small>(IN BLOCK LETTERS)</small>			
3. Is the Nominating Authority Head of the Current Organisation of the Candidate?	YES: NO: <i>(IF NO, KINDLY PROVIDE DETAILS)</i>		
4. Name, Designation Of Person being nominated <small>(IN BLOCK LETTERS)</small>			
5. Address for correspondence			
6. Contact Details	Landline: Mobile:	7. email	
8. Reasoned recommendation by nominating authority mentioning suitability of the nominated candidate <i>(Not more than 250 words. If required, separate sheet may be attached)</i>			
9. Kindly attach the CV of the person being nominated in the prescribed format along with this nomination form . In case the person nominated is serving in organisation, the CV should be accompanied by the NOC from the current organisation.			

I hereby declare that the information given above is true, correct and based on documentary evidence. I also declare that I have obtained consent of the candidate before recommending his / her name for the post of Secretary General, QCI.

Place:

Signature

Date:

Name & Designation