

**PROFORMA OF APPLICATION FOR SHORT TERM DEPUTATION IN
JMRC**

PART -A
(To be filled by the applicant)

POST APPLIED FOR: _____

1. PERSONAL DETAILS

a. Full Name:.....

b. Father's/Husband's name:.....Photo

c. Date of Birth:.....

d. Present Post/Designation:.....

e. Place of present posting:.....

f. Permanent address:.....

g. Postal address:.....

h. Mobile number(s) for Contact/SMSs:.....

i. Email ID (**In Capital**):.....

(This email ID will be used for all correspondence in relation to this Application)





1. Academic/Professional Qualifications

Degree/Diploma/Certificate	Name of Board/ Institution/University	Year of Passing	Subject(s)/ Discipline/ Branch

2. Details of Postings

Details of Postings held (attach separate sheet, if required)

Period		Name of department/ organization	Post held	Whether on cadre post or on deputation	Work profile
From	To				

3. Other Details

1.	Details of Awards/ Honours/ Citations, if any			
2.	Summary of ACR/APAR for last three Years	2020-21	2021-22	2022-23

I declare that:

- I have carefully gone through the Vacancy Circular & JMRC Recruitment & Service Rules, 2012 as amended upto date (available on JMRC website) and I am aware that my tenure in JMRC will be governed by these Rules, except where otherwise provided in the terms and conditions of deputation mutually agreed upon between my parent department/ organisation and JMRC.
- I am aware that my Application will be considered only if it is duly certified and forwarded by my Cadre Controlling Authority and reaches JMRC on or before the prescribed date.
- I am well aware that on being forwarded, my Application will be assessed by the Selection Committee as per the Rules of JMRC and JMRC's decision shall be final and binding.
- To the best of my knowledge, the information submitted by me is correct and I am qualified to hold a post in JMRC.

Date



Name and Signature of the Applicant

PART - B

(To be filled by the Cadre Controlling Authority/ Parent Department/Organisation)

The application of the following officer is being forwarded to JMRC for considering his/her Short Term Deputation in JMRC:

- 1) Full Name of the Applicant :
- 2) Cadre/ Post in the parent department :
- 3) Date of Birth :
- 4) Date of Superannuation :
- 5) Has the officer been given any punishment in the last four years? If yes, please write a short description below:
- 6) Is there any disciplinary proceeding pending against the officer (only the cases where charge- sheets have been served)? If yes, please write a short description below:
- 7) Whether original or attested copies of Annual Confidential Reports/ Annual Performance Appraisal Reports of last three years are enclosed?
- 8) Whether the employee is a regular employee of parent department/organisation?

It is certified that the particulars given above are correct and that in the event of the officer being selected for deputation in JMRC, his/her services shall be placed at the disposal of JMRC for the period of Short Term Deputation which shall ordinarily not exceed **two** years.

Date

Name, Designation & Signature of authorized officer
Of the Parent Department/ Organisation

