

**P R O F O R M A**  
**(Vide Circular No. EC4/43124/09/DTE)**

1. Name (in capital letters) : .....
2. Present Designation with Trade : .....
3. Name of Institution : .....

**DETAILS OF FIRST APPOINTMENT**

Designation	PSC Advice No.	DTE's Order No.	Date of Joining	Date of regularization	Date of declaration of probation

**DETAILS OF SUBSEQUENT PROMOTION**

Designation	DTE's Proceedings No & Date	Date of Joining	Date of declaration of probation in the post of Trade Instructor	Order No & date

Educational Qualifications With Year of Passing

- 1.
- 2.
- 3.
- 4.

SIGNATURE OF APPLICANT.

Certified that I have verified the above details with reference to the Service Book of the incumbent and found correct.

Place:  
Date:

NAME AND DESIGNATION OF THE  
HEAD OF INSTITUTION WITH SEAL.