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| **PROFORMA**  (For the post of Senior Private Secretary in Chennai Customs Zone by Deputation) | | |
| 1. | Name of the Officer |  |
| 2. | Designation |  |
| 3. | Date of Birth |  |
| 4. | Date of Joining in the Government  Service |  |
| 5. | Date of Joining in the Present Cadre |  |
| 6. | Date of Superannuation |  |
| 7. | Category |  |
| 8. | Educational Qualification |  |
| 9. | Present Place of Posting |  |
| 10. | Date from which working in the present  Place of posting |  |
| 11. | Present Pay and Pay Scale |  |
| Note: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay band and grade pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay band and grade pay where such benefits have been drawn by the candidate may be indicated below. | | |
| 12. | Pay-band and Grade pay drawn under ACP/MACP scheme |  |
| 13. | Experience |  |
| 14. | Awards/Distinctions received, if any |  |
| 15. | History of Postings(Attach separate sheet, if required) |  |
| 16. | Name, Designation and Contact details of present Controlling Officer |  |

I hereby declare that all the details filled in this proforma are true, complete and correct to the best of my knowledge and I undertake to work on deputation anywhere in the jurisdiction of Chennai Customs Zone.

Date: Signature of willing officer