

To,  
Shri Ravi Ranjan, Under Secretary,  
Department for Promotion of Industry and Internal Trade,  
Ministry of Commerce & Industry,  
US-29, 1st Floor  
Vanijya Bhawan, New Delhi-110011  
(Email: rvrnanjan.edu@nic.in)

**PROFORMA OF APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR, FDDI**

1. Name in Block Letter:
2. Father's Name/Mother's Name:
3. Date of Birth (DD/MM/YY) & Age:  
(as on closing date of applications)
4. Category-SC/ST/OBC/UR
5. Sex-Male/Female
6. Nationality:
7. Correspondence Address:
8. Permanent Address:
9. Official Address:
10. Contact No. & Email id:
11. Present Post held with Date and scale of Pay:
12. Date of Regular Appointment in the Present post / Pay Scale:

Whether belong to All India Service-Yes/No, Please mention the Name of Service.

13. Details of Educations Qualifications (Please enclose separate sheet, if necessary):

S. No.	Name of University / Board / Institution	Degree / Equivalent Examination	Division & % of Marks	Year of Passing

14. Details of Employment Record (in chronological order starting with present post) (Please enclose separate sheet, if necessary) Total in Year....Months....Days....

15.

S. No.	Name and Address of Employer	Designation, Scale of Pay whether Regular / Deputation	Period of service		Nature of Work
			From (DD/MM/YY)	To (DD/MM/YY)	

16. Additional information, if any:

17. Desirable Qualification:

(a) Experience in Leather Technology or Industry of at least one year (yes/no): if yes, please give details in Chronological order. You may attach separate sheet

(b) Master in Business Administration: Yes/No, if yes, please provide details in Column No.13

(Signature of the Candidate)

Date:

Place:

#### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted, If at any point of time, I am found to have concealed/distorted any material information; my appointment shall be liable to be terminated summarily without assigning any reason or notice.

(Signature of the Candidate)

Tele:

Email:

To be forwarded by the Head of Organization /Institution (in respect of Candidates working under Government/Autonomous/Statutory/ Public Sector Undertakings etc.)

Ministry / Department/ Office of

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Particular furnished by \_\_\_\_\_ have been verified with reference to service records and their correctness is certified. It is certified that no vigilance case is either pending or contemplated against the above officer.

The CR Dossiers and Integrity Certification respect of the above officer are enclosed.

Seal)

(Signature & Designation of the forwarding Officer with

Tele:

Email:

Dated:

Address:

