

RESERVED FOR SCHEDULED TRIBE "ST"

Advertisement No. : F.No. 3-12/2021(A&F)/MSRVVP/2106 Dated: 15-09-2025

Published in Employment News Edition: 11 - 17 October, 2025

Proforma of application for the post of Multi -Tasking-Staff (MTS)

(Direct Recruitment)

1. Post applied for : Multi-Tasking-Staff (MTS)

2. Name of the Applicant:

3. Father's / Spouse Name:

4. Date of birth: / /Age on closing date:

5. Place of Birth:.....

6. Marital Status: Single / Married / Divorced / Widowed :.....

7. Gender: 8. Nationality:

9. Category: Scheduled Tribe "ST"

10. Aadhaar No. :

11. Correspondence Address with Pin code, Telephone Number & Email ID:

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.....

12. Permanent Address with Pin code, Telephone Number & Email ID:

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.....

13. Educational Qualification:

S. No.	Name of Course / Exams Passed	University / Institution Board	Duration of the Course	Year of Passing	Main subjects taken	Subject of Specialisation	Div./ Class & % of Marks
1							
2							
3							

Self-
attested
photograph
to be
pasted here

14. Language Proficiency : Hindi / English / Any other Language :

.....

15. Details of present post held (if any):

.....

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16. Details of Employment/experience (Attested copies of 'Experience Certificates' to be attached):

Office/Instt.	Position held	regular/temporary/permanent	Level as per 7 th CPC	Exact dates to be given (indicate day, month & year)		Nature of duties
				From	To	

17. Technical & Computer Literacy

Computer Proficiency (Yes / No):

Typing Speed (if applicable):WPM

Software Skills (MS Office, Tally, Programming, etc.):.....

Other Certificates / Diplomas in Computers (if any):

18. Any other certificates like - Driving License, ITI- Trade Certificate, Electricity License / Course Certificate etc.....

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19. Sp. Course / Certification:

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20. Extra-Curricular Activities & Achievements:

21. Certificate by the applicant:

I..... State that I have carefully gone through the eligibility criteria for the post of in MSRVVP, as notified in the website of the MSRVVP and certify that I am eligible to be considered for the post. I have enclosed the required self-attested copies of the educational & other qualifications.

If any information is found false, incorrect, or concealed, I understand that I may be disqualified from selection or, if appointed, my employment may be terminated without notice or compensation.

Date: _____

Place: _____

Signature and Name of the Candidate

NO OBJECTION-CUM-VIGILANCE CLEARANCE CERTIFICATE

(For In-Service Candidates Only)

The applicant, **Shri/ Ms.** _____, is holding a **permanent /temporary** post of _____ in _____ (Department/ Office) the pay scale as per **7th CPC, Level** ____, from _____ (**Start Date**) to _____ (**End Date**), and his/her basic pay is Rs. _____ per month. This office has no objection to **Shri/ Ms.** _____, applying for the post of **Multi Tasking Staff (MTS)** under Advertisement No. **Advertisement No. : F.No. 3-12/2021(A&F)/MSRVVP/2106 Dated: 15-09-2025 Published in Employment News Edition : 11 - 17 October, 2025** at MSRVVP, Ujjain, and will be ready to relieve him/her immediately on being selected / offer of appointment issued for the said post.

Further, it is certified that no disciplinary proceedings, vigilance case, or criminal proceedings are either pending or contemplated against **Shri/ Ms.** _____.

Date: _____

Place: _____

Head of the Institution/Authorized Signatory

Name & Office Seal: _____

CHECKLIST OF DOCUMENTS TO BE ATTACHED

(✓ Tick the appropriate boxes before submission)

- ☐ **Self-attested copy of Matriculation (10th) Certificate (for Date of Birth proof)**
- ☐ **Self-attested copy of Intermediate (12th) Certificate**
- ☐ **Self-attested copies of Experience Certificates (if applicable)**
- ☐ **Experience Certificate and NOC cum Vigilance Clearance Certificate on Prescribed format as per annexure (if applicable)**
- ☐ **Caste Certificate (if applicable)**
- ☐ **Self-attested copy of Computer Literacy Certificate**
- ☐ **Any Other Relevant Documents (Specify: _____)**

Date:

Signature of the applicant