## **BIO-DATA/CURRICULUMVITAE PROFORMA**

## **POST APPLIED FOR:-**

1. Name and	l Address (in B	lock Letters	s)					
2. Date of Bi	rth (in Christia							
3. i) Date of	entry into serv							
ii) Date of re	tirement unde	r Central/S	State Gove	rnment				
Rules								
4. Education	al Qualificatio							
5. Whether Educational and other qualifications								
required for the post are satisfied. (If any								
	ion has been							
the one	prescribed i	te the						
	for the same							
	ions/Experienc			oned in	Qualifications/experience			
	isement/vacar	ncy circulai	r		possessed by the officer			
Essential					Essential			
A) Qualifi	cations				A) Qualifications			
B) Experi	ence				B) Experience			
Desirable					Desirable			
A) Qualifications					A)Qualifications			
B) Experience B)Experience								
5.1 Note: This column needs to be amplified to indicate Essential and Desirable								
Qualifica	tions as me	ntioned in	the RF	Rs by	the <b>Admi</b>	nistrative Ministry/		
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<sup>\*</sup> **Important**: 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 Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/		Pay Band and Gr		wn	From	То
Institution under ACP/MACP Scheme						
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent						
9. In case the present employment is held on deputation/contract basis, please state-						
a) The date of init appointment			c) Name parent office/orgon to what applicant belongs	ganisati hich the	the sub cap par	t and Pay of post held in stantive acity in the
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.  9.2 Note: Information under Column 9 (c) & (d) above must be given						
in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a Lien in his parent cadre/organisation.						
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.						
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government						
b) State Government c) Autonomous Organisation						
d) Government Undertaking e) Universities						
f) Others  12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade						
13. Are you in Revised Scale of Pay? If yes give the date from which the revision took place and also indicate the pre-revised scale						
14. Total emoluments per month now drawn						
Basic Pay in the PE	3	Grade Pay		Total	Emolun	nents
15.In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation shown the following details may be enclosed.						
Basic Pay with Scale of Pay and rate of increr		Dearness Pay Allowances etc.,	•	elief/oth ap detail		otal molument
						Cont 2/

Circular/Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient)  16. (B) Achievements:  The candidates are requested to indicate information with regard to;  i. Research publications and reports and special projects ii. Awards/Scholarships/Official Appreciation iii. Affiliation with the professional bodies/institutions/ societies and;				
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iii. Affiliation with the professional bodies/institutions/				
<u> -</u> , , , ,				
SUCICIES AUG.				
iv. Patents registered in own name or achieved for the				
organization				
v. Any research/innovative measure involving official				
recognition				
vi. Any other information.				
(Note: Enclose a separate sheet, if the space is insufficient)				
17. Please state whether you are applying for deputation				
(ISTC/Absorption/re-employment basis.				
(Officers under Central/State Governments are only eligible for				
"Absorption". Candidates on non-Government Organisations are				
eligible only for Short Term Contract)				
# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by				
"STC" or "Absorption" or "Re-employment").				
18. Whether belongs to SC/ST				

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:	(Signature of the candidate)
	Address:

## Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

## 2. Also certified that;

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. .....
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned (Employer/Cadre Controlling Authority with Seal)