

BIO DATA PROFORMA

S. N	PARTICULARS				DETAILS	
1	Name and Address in Block letters					
2	Date of Birth (in Christian era)					
3	Date of retirement under Central Govt. Rules					
4	Educational Qualifications					
5	Whether Educational and other qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.					
6	Essential				Qualification Experience Required	Qualification Experience possessed by the officer
					1	
					2	
3.....						
7	Desired				Qualification Experience Required	Qualification Experience possessed by the officer
					1	
					2	
3.....						
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post					
9	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
	Office/Instt/Org.	Post held	From	To	Scale of pay and basic pay	Nature of duties
10	Nature of present employment i.e. Ad-hoc or temporary or quasi permanent or permanent					

11	In case the present employment is held on deputation/contract basis, please state:-	a) The date of initial appointment	
		b) Period of appointment on Deputation/Contract.	
		c) Name of the parent office/Organization to which you belong.	
12	Additional details about present employment	Please State whether working under	
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		
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.		
16	Whether belongs to SC/ST		
17	Any other information		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by Selection Committee at the time of selection for the post.

SIGNATURE OF THE CANDIDATE
 Address _____
 Tele No:-----
 Mob No.-----
 E-mail ID:-----

Date: _____

Place: _____

**COUNTERSIGNED
 (EMPLOYER WITH SEAL)**

Certificate to given by Head of Office of the applicant:

- a) It is certified that the particulars furnished by the officer are correct.
- b) It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
- c) His/her integrity is certified.
- d) It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
- e) His/Her complete APARs dossier/Attested photo copies of the APARs (on each page) by an officer of the rank of Under Secretary to the Govt. of India are enclosed.
- f) It is certified that no court case is pending against the applicant.

(HEAD OF OFFICE)

NAME:
Telephone No.
Fax No.
with office seal

Date:

Place: