

BIO-DATA PROFORMA

POST APPLIED FOR: _____

1.	Name and address in block letters		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State 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).		
		<u>Qualifications/ experience required</u>	<u>Qualifications/experience possessed by the officer</u>
	Essential	(1)	
		(2)	
		(3)	
	Desired	(1)	
		(2)	
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.		
7.	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:		
	Office/ Institute/ Orgn.	Post held	From To Scale of pay and basic pay Nature of duties

8.	Nature of present employment i.e. quasi-permanent or permanent	
9.	If the <u>present employment</u> 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/organisation to which you belong	
10.	Additional details about <u>present employment</u> . Please state whether working under: (a) Central Government (b) State Government (c) Autonomous organisations (d) Government Undertakings (e) Universities	
11.	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.	
12.	Total emoluments per month now drawn: Present Scale of pay: Present Grade Pay:	
13.	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.	
14.	Whether you belong to SC/ST	
15.	Remarks	

Date _____

Signature of the candidate

Address _____

Phone No. _____

Office _____

Residence _____

Mobile _____

Certified that the particulars furnished by the candidate have been verified from his/her service records and found correct. No disciplinary/Vigilance case is pending or being contemplated against him/her. No major/minor penalty has been imposed on him/her during the last 10 years. His/her integrity is certified. Cadre clearance is also given herewith.

Countersigned by Head of Department/Office

