

BIO DATA PROFORMA

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).

Qualifications/
Experience required

Qualifications,
Experience possessed
by the officer.

Essential (1)

(2)

(3)

Desirable(1)

(2)

6. Please state clearly whether in the
light of entries made by you
above, you meet the requirement
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/Instt./Orgn.	Post Held	From	To	Scale of pay & Basic Pay	Nature of duties
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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 initial appointment
 - (b) Period of appointment on deputation/ Contract
 - (c) Name of the parent office/Organisation/ Service to whom you belong.
10. Additional details about **present employment** : Please state whether working under :
- (a) Central Government
 - (b) State Government
 - (c) Central Autonomous Organisation
 - (d) Central 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.
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 belongs to SC/ST/OBC.
15. Remarks (If any)

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

Date :

Signature of the candidate _____
Address and Tele. No. _____

Endorsement by Employer

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His up-to-date CR Dossiers (including ACRs for the last 5 years) are enclosed. Integrity of the officer is also certified.

Signature _____
Name & Designation _____
Complete address & Tele.No. _____
