

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 |
|---------------------|-----------|------|----|--------------------------|------------------|
|---------------------|-----------|------|----|--------------------------|------------------|

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 (indicate the name of your employer against the relevant column) :
- Central Government
 - State Government
 - Central Autonomous Organisation
 - Central Government Undertakings
 - Universities
 - Others
11. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade:
12. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) Enclose a separate sheet, if the space is insufficient.
15. Whether belongs to SC/ST/OBC.
16. Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special reports (ii) Awards/Scholarship/official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and (iv) any other information:
Note: Enclose a separate sheet if the space is insufficient.

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/Her up-to-date CR Dossiers (including ACRs/APARs from 2004-05 to 2009-10) is enclosed. Integrity of the officer is also certified by an officer of the rank of Dy. Secretary to the Govt. of India or above.

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