BIO-DATA/CURRICULUM VITAE PROFORMA

Name of the Post Applied for

1. Name and Address	
(in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under	
Central/State Government 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 as	Qualifications/experience possessed
mentioned in the advertisement/vacancy	by the officer
circular	
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	То	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for
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*Important: Pay-band and Grade Pay (Level in the Pay Matrix) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale (Level in the Pay Matrix) of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	То

8. Nature of prese hoc or Tempor or Permanent	ent employment i ary or Quasi-Per			
9. In case the pres on deputation state-	sent employment /contract basis,			
a) The date of initial appointment	b) Period appointment deputation/cont	on	c) Name of the parent office/organization to which the applicant belongs	•

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with 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/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on Deputation i	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 Governmentb) State Government										
c) Autonomous Organization										
d) Government Undertaking										

f) Others Image: Contract of the space is insufficient) 12. Please state whether you are working in the space is insufficient) Image: Contract of the space is insufficient) 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. Image: Contract of the pay is the page of the pay is the page of the pay. 14. Total emoluments per month now drawn Basis Pay in the PB (Level & Cell in the Pay of the pay is the page of the pay-scales, the latest scalary slip issued by the Organisation showing the following details may be enclosed. 15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest scalary slip issued by the Organisation showing the following details may be enclosed. Basic Pay with Scale of Pay and rate of Increment Dearness Pay/interim relief/other Allowances etc., (with break-up details) Total Emoluments It (i) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. Total Emoluments 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) Image: Contract of the professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient) Image: Contract of the professional bodies/instintuitons/societies and;	e) Universities					
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio-Data/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.

(Signature of the candidate)

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Date.....

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/APARs 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 <u>Or</u> 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)