

BIO-DATA/CURRICULUM VITAE

Post Applied for _____

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| 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 mentioned in the advertisement/ vacancy circular | Qualifications/ Experience possessed by the officer |
| Essential | Essential |
| A) Qualification : | B) Qualification: |
| C) Experience | D) Experience |
| Desirable | Desirable |
| E) Qualification: | F) Qualification: |
| G) Experience | H) 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 in-sufficient.

| Office / Institution | Post held on regular basis | From | To | *Pay Band and Grade Pay/ Pay scale of the post held on regular basis | Nature of duties (in details) highlighting experience required for the post applied for |
|----------------------|----------------------------|------|----|--|---|
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| 15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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 |
| 16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other 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) | | |
| 16.B. Achievements: The candidates are requested to indicate information with regard to: (i) Research publication and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ Institutions/ societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient) | | |
| 17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non- Government organizations are eligible only for Short Term Contract) | | |
| # (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"). | | |
| 18. Whether belongs to SC / ST | | |

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the 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)

Address _____

Date _____

Telephone _____

E-mail ID _____

Countersigned

(Employer/ Cadre Controlling Authority with seal)