

PROFORMA FOR BIO- DATA (For the Post of)

POST APPLIED FOR.....								
1	a) Name b) Present Designation & Organization c) Office Address d) Residential Address e) Tele Ph. No. /Mobile No. f) E-mail ID							
2	Date of Birth (in Christian era)							
3	Date of retirement under Central/ State Government rules							
4	Educational Qualification				Please fill up 'Format-'A' attached for Director (Fin.& Legal) and Format-'B' attached for PS & PA			
5	Whether Educational and other qualifications required for the post are satisfied (If any qualification been treated as equivalent to the one prescribed in this rule, state the authority for the same)							
6	Details of Experience				Please fill up 'Format-'A' attached for Director (Fin.& Legal) and Format-'B' attached for PS & PA			
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post							
8	Details of employment, in chronological order. Enclose a separate sheet , duly authenticated by your signature, if the space below is insufficient							
9	Office/ Orgn.	Instt./	Post Held	From	To	Scale of pay and basic pay(Pay in Pay Band and with Grade Pay) and Basic Pay in corresponding 7 th CPC level in Pay Matrix	Nature of duties	Whether on Deputation
10	Nature of present employment, i.e. ad-hoc or temporary or permanent							
11	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/ organization which you belong							
12	Additional details about present employment:- Please state whether working under (a) Central Government (b) State Government (c) Autonomous organization (d) Government undertakings							

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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	
14	Total emolument per month now drawn a) Basic Pay b) Grade Pay c) DA @ % d) HRA e) Transport Allowance f) Any other allowances g) h)	
15	Additional information, if any, which you would like to mentioned in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
16	Whether belongs to SC/ST	
17	Remarks.	

Signature of the candidate

Address: