

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

|   |   |
|---|---|
| 1.Name and Address<br>(in Block Letters)  |   |
| 2.Date of Birth (in Christian era)  |   |
| 3.i) Date of entry into service   |   |
| ii) Date of retirement under<br>Central/State Government Rules  |   |
| 4.Educational Qualifications  |   |
| 5. Whether Educational and<br>other qualifications required for<br>the post are satisfied. (If any<br>qualification has been treated<br>as equivalent to the one<br>prescribed in the Rules, state<br>the authority for the same)   |   |
| Qualifications/ Experience required as<br>mentioned in the advertisement/ vacancy<br>circular   | Qualifications/ experience possessed by the officer |
| <b>Essential</b>  | <b>Essential</b>                                    |
| A) Qualification  | A) Qualification                                    |
| B) Experience   | B) Experience                                       |
| <b>Desirable</b>  | <b>Desirable</b>                                    |
| A) Qualification  | A) Qualification                                    |
| B) Experience   | B) Experience                                       |
| <p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p> |   |
| 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.   |   |
| <p><b>6.1 Note:</b> 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.</p>  |   |

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 | To | *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 |
|--------------------|----------------------------|------|----|---|--|
|                    |                            |      |    |   |  |

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale 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 | From | To |
|--------------------|---|------|----|
|                    |   |      |    |

|  |   |   |   |
|--|---|---|---|
| 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/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
|  |   |   |   |
| <p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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/ organisation</p> |   |   |   |

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| <p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>  |  |  |
| <p><b>11. Additional details about present employment:</b><br/>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government<br/>b) State Government<br/>c) Autonomous Organization<br/>d) Government Undertaking<br/>e) Universities<br/>f) Others</p> |  |  |
| <p><b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>   |  |  |
| <p><b>13.</b> 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</p>  |  |  |
| <p><b>14. Total emoluments per month now drawn</b></p>   |  |  |
| <p align="center">Basis Pay in the PB</p>  | <p align="center">Grade Pay</p>  | <p align="center">Total Emoluments</p> |
|  |  |  |
| <p><b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>  |  |  |
| <p>Basic Pay with Scale of Pay and rate of increment</p>   | <p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p> | <p align="center">Total Emoluments</p> |
|  |  |  |
| <p><b>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b><br/>(This among other things may provide information with regard to (i) additional academic qualifications (ii)</p>   |  |  |
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| <p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>  |  |
| <p><b>16.B Achievements:</b><br/>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects<br/>(ii) Awards/Scholarships/Official Appreciation<br/>(iii) Affiliation with the professional bodies/institutions/societies and;<br/>(iv) Patents registered in own name or achieved for the organization<br/>(v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p> |  |
| <p>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)</p>  |  |
| <p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>  |  |
| <p>18. Whether belongs to SC/ST</p>  |  |

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 \_\_\_\_\_

**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 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 Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/ Cadre Controlling Authority with Seal)**