

**BIO-DATA/CURRICULUM VITAE PROFORMA**

Application for the post of.....

- 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 :

A) Qualification

A) Qualification

Degree in Agricultural Engineering or Mechanical Engineering of a recognised University or Institute;

and

B) Experience

B) Experience

(i) Five years' experience in operation and maintenance of tractors, agricultural machinery and allied equipments including teaching experience in any Government or private listed organisations;

Or

(ii) Five years' experience in handling independently testing and evaluation of farm machinery and agricultural implements in any Government or private listed organisation.

Desirable :

A) Qualification

A) Qualification

Post Graduate Degree in Agricultural Engineering from a recognised University or Institute.

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

Note 1- The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006, i.e., the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised grade pay or scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement level without any upgradation.

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 :

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 the 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	Level in the Pay Matrix / 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: Level in the Pay Matrix / Pay Band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Level in the Pay Matrix / Pay band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix / Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:

Office / Institution	Pay, Level in the Pay Matrix, 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/ organisation to which you belong	(d) Name of the post and pay of the post held in substantive capacity in the parent organisation

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 care/organisation but still maintaining a lien in his parent cadre / organisation.

10. If any post held on Deputation in the past by the :  
applicant, date of return from the last deputation and other details.

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11. Additional details about present employment.

Please state whether working under (indicate the name of your Employer against the relevant column).

- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organisation :
- (d) Government Undertaking :
- (e) Universities :
- (f) Others :

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. :

13. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. :

14. Total emoluments, per month now drawn :

Basic Pay in the Level in the Pay Matrix	Level in the pay matrix	Total Emoluments

15. 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.

Basic Pay in the Level in the Pay Matrix	Dearness Pay / Interim relief / other allowances etc., (with break-up details)	Total Emoluments

16.A. 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)

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(Note: Enclose a separate sheet, if the space is insufficient)

16.B. Achievements:

The candidate are requested to indicate information with regard to:

(i) Research publications and reports and special projects

(ii) Awards/Scholarship/Official Appreciation

(iii) Affiliation with the professional bodies/institutions/societies and;

(iv) Patents registered in own name or achieved for the organisation

(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 (including Short Term Contract) / Absorption / Re-employment Basis #. (Officers under Central / State Governments are only eligible for 'Absorption'. Candidates of non-Government Organisations are eligible only for Short Term Contract).

# (The option of Short Term Contract / Absorption / Re-employment are available only if the vacancy circular specially mentioned recruitment by Short Term Contract / Absorption / 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 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.

Date.....

(Signature of the Candidate)

Address .....

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**Annexure-III**

**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:

(v) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....

(vi) His/Her integrity is certified.

(vii) His/Her CR Dossier in original is enclosed/photocopies of the Annual Confidential Report/Annual Performance Appraisal Report for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed.

(viii) No major or minor penalty was 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

(Employer / Cadre Controlling Authority with Seal)