

**BIO-DATA PROFORMA**

1	Name and address (in Block letters)	:	
2	Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:	
3	Date of Birth (in Christian era)	:	
4	Date of joining and date of retirement under Central/State Government Rules	:	
5	Educational qualification	:	
6	Details of Professional course/Training Attended, if any.	:	
7	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis	:	
8	In case the present employment is held on deputation basis, please state:- (a) The date of initial appointment in the substantive pay scale in parent cadre. (b) Date from which appointed on deputation and period of deputation. (c) Name of parent office/organisation to which you belong (d) Name of the office/org. where on deputation.	:	
9	Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)		
	Office/ Instt./Orgn	From To	Scale of pay and Classification
			Whether held on regular /
			Nature of duties



		(Group) of the post	Ad-hoc basis
10	Date of return from the ex-cadre post previously held	:	
11	Additional information, if any, which you would like to mention in support of your suitability for the post.	:	
12	Whether belong to SC/ST/OBC	:	
13	Remarks, if any	:	

I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information

**Signature of the Candidate**

Date: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**Certificate to be furnished by the employer/Head of Office/Forwarding Authority:-**

1. Certified that the particulars furnished by Shri/Smt/Kumari \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II above.

Also certified that:-

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete APARs for the last 5 available years duly attested by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (iii) His/her Integrity is beyond doubt.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years.
- (v) In case of selection, he/she will be relieved from this Organisation.

Place :-

**Signature**  
**Name & Designation Head of office**

Dated :-

**Office Seal**