

BIO-DATA / CURRICULUM VITAE PROFORMA (For Deputation/Re-employment)		Affix recent passport size colour photograph duly signed
Reference No: V(A)/14/04/Pers R-I/INTRO/2019		Post: Technical Assistant
1.	Service No., Rank, Name (in Block Letters) & Trade:	
	Address (in Block Letters) for correspondence	
	E-mail ID: Contact Number:	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification 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 applicant
	Essential	Essential
(a)	Officers of the Central Government (a) (i) holding analogous post on regular basis in the parent Cadre or Department; or (ii) With six years of regular service in Level – 5 of the Pay Matrix; or (iii) With ten years of regular service in Level – 4 of the Pay Matrix; and	
(b)	Possessing the following essential educational qualifications and experience:-(Please attach self signed photocopy of relevant certificates) (i).Bachelor's Degree in Science with Mathematics or Physics as one of the subjects from a recognised university; or Bachelor's Degree in Computer Application from a recognised university or institute; or Three Years Diploma in Engineering or Technology in Electronics/ Electronics & Communication/ Electrical/ Mechanical/Computer Science/ Instrumentation engineering from a recognised institute; or	



	<p>Diploma/Technical Proficiency Certificate in Electronics/ Electronics & Communication/ Electrical/ Mechanical/Computer Science/ Instrumentation engineering / Operator Special Signal (Class-I)/ GIS/ Geoinformatics/ Cryptology/ Cryptography/ Cryptanalysis/ Cipher awarded by Armed Forces, and</p> <p>(ii). Must be possessing:- (a) two years of experience of working on radio signal monitoring as Operator Special Signal in Indian Army; or (b) two years of experience in the field of remote sensing/ image interpretation/ GIS/ digitization & mapping or (c) two years of experience in the field of Cryptology/ Cryptography/ Cryptanalysis/ Cipher</p>					
(c)	<p>Having working knowledge of computer.</p> <p>Note: In the case of Degree and Post Graduate Qualifications, elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>					
6.	<p>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>					
<p>Note: Borrowing Department is to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>						
7.	<p>Details of Employment, in chronological order. Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.</p>					
	Office/institution	Post/Rank held on <u>regular basis</u>	From	To	* Pay Band and Grade Pay/Level in the Pay Matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<p>*Important: Pay-band and Grade Pay granted under ACP/MACP is 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/ Level in the Pay Matrix, where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
	Office/institution	Pay, Pay Band and Grade Pay/Level in the Pay Matrix drawn under ACP/MACP Scheme	From		To	
8.	<p>Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent</p>					

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 the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.
	<p>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.</p> <p>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 cadre/organisation and maintaining a lien in his parent cadre/organisation.</p>			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>			
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 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	Level in the Pay Matrix	Total Emoluments	
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation 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.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</p>			
17.	Whether belongs to SC/ST/OBC			

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

In the event of selection and appointment to the post, I am willing to serve anywhere in India.

(Signature of the candidate)

Date _____

Address _____



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 APAR dossier in original is enclosed/photocopies of the APARs 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

(Employer/Cadre Controlling Authority with Seal)

