

Proforma for application for the post of Senior Research Officer(Language Medium) on Deputation (including short term contract)/Absorption basis in the Office of UPSC.

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5(a). Do you hold analogous post on a regular basis in the parent cadre or Department
- 5(b). Do you possess five years' regular service in posts in the scale of pay of Rs.8000-13500 [in Level-10 of the Pay Matrix as per 7th CPC] or equivalent.
- 5(c). Do you possess eight years' regular service in posts in the scale of pay of Rs.6500-10500 [in Level-7 of the Pay Matrix as per 7th CPC] or equivalent.
- 6(a). Do you possess Master's Degree in an Indian language of a recognized University with proficiency in Hindi or another Indian language, if the Master's Degree is in Hindi; or Master's Degree in Arts or Science of a recognized university or equivalent in Hindi medium. If yes, furnish the details.
- 6(b). Do you possess seven years' experience in teaching at degree level at terminological/lexicographical/translation work including two years' administrative experience. If yes, furnish the details.
- 6(c). Do you possess seven years' experience in supervising terminological/ lexicographical/ translation work. If yes, furnish the details.
- 7(a). Do you possess Research degree in Linguistics or Language or Literature. If yes, furnish the details.
- 7(b). Do you possess Knowledge of Sanskrit and lexicography in modern Indian languages. If yes, furnish the details.
- 7(c). Do you possess Experience of handling confidential work preferable in the field of examinations. If yes, furnish the details.

8. Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Whether Central Govt./ State Govt./ University/ Research Institutions/ PSU/ Statutory/ Autonomous Organization	Post held with scale of pay	Period of service		Nature of appointment (regular/ ad-hoc/ deputation)	Basic Pay (revised)			Nature of duties with Brief Details of works performed during the appointment
			from	to		Pay in Pay Band	Grade Pay	Basic pay	
1	2	3	4	5	6	7	8	9	10

9. Nature of present employment, i.e ad-hoc or temporary or permanent
10. In case the present employment is held on deputation please state
 (a) The date of initial appointment
 (b) Period of appointment on deputation
 (c) Name of parent office/Organization to which you belong
11. 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

Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay (Level of Pay Matrix)	Revised basic pay

12. Total emoluments per month now drawn
13. Additional information, if any, which you would like to mention in support of your suitability for the post.
 (Enclose a separate sheet if the space is insufficient)
14. Full postal address of forwarding authority with name & telephone number
15. Whether belongs to SC/ST
16. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date :

(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. The photocopies of the ACRs for the last 5 years (for the year from 2013-14 to 2017-18) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)