BIO-DATA/ CURRICULUM VITAE PROFORMA

(ANNEXURE-1)

Application for the post of.....on deputation basis at AIIMS, Deoghar.

1.	Name and Address (in Block letters).	....	Affix here recent passport size photograph
2.	Father's Name.		
3.	Date of Birth (in Christian era).		
4. (i)	Date of Entry into service.		
(ii)	Date of retirement under Central/ State Government Rules.		
(iii)	Present Pay and date from which present pay is drawn.		
5.	Educational Qualifications.	(i)	
		(ii)	
		(iii)	
		(iv)	
6.	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	**Essential**
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
	Desirable	**Desirable**
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
6.1	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
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.		
7.1	Note: Borrowing Departments are to provide their specific comments/ view confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

8.	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 (Scale of Pay if in pre-revised scale of Pay)	Nature of Duties (in details) 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 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/ Institute	Pay, Pay Band and Grade Pay drawn under ACP/ MACP scheme	From	To

9.	Nature of present employment (i.e Ad-hoc or Temporary or Quasi–Permanent or Permanent).	
10.	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 belong.	d. Name of the post and Pay of the post held in substantive capacity in the parent organization.

10.1	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.
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.
12.	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 Organization	
	(d) Government Undertaking	
	(e) Universities	
	(f) Others	
13.	Please state whether you are working in the same Department and in the feeder grade or feeder to feeder grade.	
14.	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.	
15.	Total emoluments per month now drawn.	

Basic Pay in the PB	Grade Pay	Total Emoluments

16. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing in 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

17.A	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 qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement). (Note: Enclose a separate sheet, if the space is insufficient).	

17.B	Achievements: The candidates are requested to indicate information with regard to:	
	(i) Research publications and reports and special projects	
	(ii) Awards /Scholarships /Official Appreciation	
	(iii) Affiliation with the professional bodies/ institutions/ societies	
	(iv) Patents registered in own name or achieved for the organization	
	(v) Any research/ innovative measure involving official recognition	
	(vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient).	
18.	Whether belongs to SC/ ST (if yes, please specify).	

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.

Date:-

(Signature of the Candidate)

Address……

Mobile no……

Email ID……

(ANNEXURE-2)

CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in the vacancy Circular, if selected, he/ she will be relieved immediately.

2. It is also certified that:

(i) The officer is clear from Vigilance angle.

(ii) There is no vigilance/Criminal or disciplinary case pending/ contemplated against Shri/ Smt……

(ii) His/ Her integrity is certified.

(iii) His/ Her CR Dosser in original is enclosed/ photocopies of the ACRs for the last Five 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)