BIO – DATA

Space for photograph

1.	Name of the candidate	:	
2.	Date of birth	:	
3.	Educational Qualifications (photocopy of Diploma/ Degree in respective trade must be attached)	:	

4. Details of employment, in chronological order

Office/ Institute Organization	Post held	From	To	Scale of pay & basic pay	Nature of duties

5.	Present scale of pay and present pay with Next Increment	:	
6.	Whether belongs to SC/ST (Photocopy must be attached)	:	
7.	Whether any penalty is imposed/ in force, if yes, details thereof	:	
8.	Details of Training Programmes attended	:	
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 you belong	:	
11.	Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	:	
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.	:	

Signature of the Candidate
Address - _____

_____

Counter-signed by HOO with seal

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/ HEAD OF OFFICE/ FORWARDING AUTHORITY

1. Certified that particulars furnished by Sh/Smt. _____ are correct and he/she possess educational qualifications and experience mentioned in the advertisement.

2. There is no disciplinary/ Vigilance case pending/ contemplated against him/her.

3. Copies of his/her CR dossier/APARs for the last 5 years duly attested (on each page) are enclosed.

4. His/her integrity is beyond doubt.

5. No major/minor penalties have been imposed on him/her during last 10 years.

6. He/she is having medical category _____ as on _____ (copy of health card is enclosed).

7. In the event of selection, Sh/Smt. _____, will be relieved from his/her duties in this office to join selected place of deputation.

SIGNATURE OF HOO

Name - _____
Designation - _____

Official Seal Stamp