

PROFORMA FOR FURNISHING BIO DATA
(To be typed in DOUBLE SPACE on single side)

1. Post for which applying: _____.
2. Name of the applicant (in Block Letters): _____.
3. Name, address and contact no. of the Office where working along with Email Id: _____.
 _____.
 _____.
4. Contact details of the applicant
 - a. Mobile Number/Landline Number: _____.
 - b. Email ID: _____.
 - c. Residential Address: _____.
 _____.
 _____.
5. Date of Birth: _____.
6. Date of Retirement: _____.
7. Sex (Male/Female): _____.
8. Present post held in parent department on regular basis:
 - a. Name/Designation of the post: _____.
 - b. Date from which the post is held on regular basis: _____.
 - c. Nature of appointment (Adhoc/Regular): _____.
 - d. Pay scale of the substantive post (preferably as per 6th/7th CPC): _____.
 - e. Pay scale on grant of ACP/APAR or NFSG: _____.
 - f. Brief nature of duties performed (May enclose annexure): _____.
 - g. Details of Service [Central Govt./State Govt./Others(Specify)]: _____.
 _____.
 _____.
9. Details of earlier deputation, if any
 - a. Whether presently holding a deputation post (Yes/No):
 - b. If yes, please mention Name of the Organization/Department, Designation, Pay Scale of the deputation post, Present Basic Pay Drawn, Date from which on deputation and Date of expiry of present term of deputation: _____.
 _____.
 _____.
10. Brief Service particulars in chronological order from entry into Govt. service to till date including deputation terms and financial upgradations, if any (as per following format):

Sl. No.	Department	Post held	Period		Pay Scale of the post		Brief nature of duties
			From	To	At the time of holding the post	Present	

11. Educational qualifications in chronological order including professional qualifications (as per the following format):

Sl. No.	Degree/Diploma	Year of Passing	Subject Taken	Board/University

12. Category (UR/OBC/SC/ST/PWD): _____.
13. Choice of Station/Posting: _____.
14. I understand that I shall not be allowed to withdraw my application after selection.

(Signature of the applicant)

Certificate to be furnished by the Head of Office

1. Service particulars of Shri/Smt. _____ furnished above have been verified from his/her service records and is found correct.
2. Certified that no vigilance enquiry/disciplinary proceeding is pending or contemplated against Shri/Smt. _____.
3. Shri/Smt. _____ will be relieved of his/her duties from this Office to take up the assignment in the Central Administrative Tribunal on his/her selection for appointment to the post.

Place:
Date:

Signature:

Name:
Designation:
Office Seal:
Office Email Id: