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**ANNEXURE-II**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

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| 1.Name and Address (in Block Letters) | |
| 2. Date of Birth (in Christian era) | |
| 3 (i) Date of entry into service | |
| (ii) Date of retirement under Central/State Government Rules | |
| 4. Educational Qualifications | |
| 5. 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 |
| 5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the **Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.<br>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be **indicated by the candidate**. | |
| 6. 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. | |
| 6.1 Note: **Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.** | |

7. 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/Pay Scale for the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|---|---|---|---|---|---|
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*** Important:** Pay-band and Grade Pay granted under ACP/MACP are 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 where such benefits have been drawn by the Candidate, may be indicated as below:

| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|---|---|---|---|
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| 8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent | | | |
| 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 parent office organization to which the applicant belongs | d) Name of post and Pay of the post held in substantive capacity in the parent organization |
| | | | |
| **9.1 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.<br><br>**9.2 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/organization but still maintaining a lien in his parent cadre/organization. | | | |

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| **10.** If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | |
| **11. Additional details about present employment:**<br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a. Central Government<br>b. State Government<br>c. Autonomous Organization<br>d. Government Undertaking<br>e. Universities<br>f. Others | |
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder | |

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| 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 in the PB | Grade Pay | Total Emoluments |
| | | |

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip 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 |
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| **16. A Additional information,** if any, relevant to the post you applied for in support of your suitability for the post.<br>(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)<br>**(Note: Enclose a separate sheet, if the space is insufficient.** | |
| **16. B Achievements:**<br>The candidates are requested to indicate information with regard to;<br>(1) Research publications and reports and special projects<br>ii. Awards/Scholarships/Official Appreciation<br>iii. Affiliation with the **professional** bodies/institutions/societies and;<br>iv. Patents registered in own name or achieved for the organization<br>v. Any research/ innovative measure involving official recognition<br>vi. any other information.<br>**(Note: Enclose a separate sheet if the space is insufficient)** | |
| 17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) | |

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| # (The option of `STC' / `Absorption /Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"). | |
| 18. Whether belongs to SC/ST | |

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.

**(Signature of the candidate)**

**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 CR Dossier in original is enclosed/photocopies of the ACRs 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)

**Counter signed**
**(Employer/ Cadre Controlling Authority with Seal)**