

BIO-DATA/CURRICULUM VITAE PRO FORMA

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 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: The 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.			

5.2 Note: 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 for.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature in case the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) 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 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
8. Nature of present employment i.e. ad-hoc/temporary/quasi-permanent/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 the parent office/organisation to which the applicant belongs	d. Name of the post and pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under column 9(c) & 9(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.</p>			
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: Please state whether working under (indicate the name of your employer against the relevant column) 1. Central government 2. State government 3. Autonomous organisation 4. Government undertaking 5. University 6. other		
12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13. Are you in the 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 pay band	Grade pay	Total emoluments
15. 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 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

16 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

1. additional academic qualifications
2. professional training
3. work experience over and above prescribed in the Vacancy Circular/Advertisement

Note: Enclose a separate sheet if the space is insufficient.

16 B. Achievements:

The candidates are requested to indicate information with regard to:

1. research publications and reports and special projects
2. awards/scholarships/special appreciation
3. affiliation with professional bodies/institutions/societies
4. patents registered in own name or achieved for the organization
5. any research/innovative measure involving official recognition
6. any other information

Note: Enclose a separate sheet if the space is insufficient

17. Please state whether you are applying on deputation (including short-term contract)/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.

Note: The option of short-term contract/absorption/re-employment are available only if the vacancy circular specially mentioned recruitment by short-term contract or absorption or re-employment

18. Whether you belong to Scheduled Castes/
Scheduled Tribes?

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)

Date:

Address

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 record. He/She possesses educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance/disciplinary case pending/contemplated against Mr./Ms.....
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the ACRs of the last five (05) years duly attested by an officer of the rank not below that of the Under Secretary to the Government of India are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last ten (10) years or a list of major/minor penalties imposed on him/her during the last ten (10) years is enclosed (as the case may be).

Countersigned

Employer/Cadre Controlling Authority with seal