

ANNEXURE-A

BIO-DATA/ CURRICULUM VITAE PERFORMA

1. Name & Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into Govt Service.	
ii) Date of retirement under Central Govt. Rules.	
4. Educational Qualifications	
5. Place of posting desired	Name of the Region _____ Choice of posting 1 _____ 2 _____ 3 _____ Please note that the decision of Competent authority shall be final for place of posting.
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:-
Experience	Experience
6.1 Note:- In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.	

7. Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
7.1 Note: Borrowing Department 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.	

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

Office/ Institute	Post held on regular basis	From	To	* level in the Pay Matrix of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for.

* **Important:** Financial up-gradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the pay matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefits have been drawn by the Candidate may be indicated as below:

Office/Institute	Level in the Pay Matrix 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/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>10.1Note: In case 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>10.2Note: Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
11. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>12. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column</p>			
a) Central Government			
13. Please state whether you are working in the same Department and are in the feeder grade of feeder to the feeder grade.			
14. Are you in the Revised Scale of pay (7 th CPC)? 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			
Level in the Pay Matirx (7 th CPC)	Index Number in the level	Basic Pay	

<p>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 (i) additional academic qualification (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.)</p>	
<p>16.B Achievements: The candidates are required to indicate information with regard to;</p> <ul style="list-style-type: none"> i. Research publications and reports and special projects ii. Awards/Scholarships/ Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation, (v) any research/innovative measure involving official recognition (vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Whether belongs to SC/ST</p>	

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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)

Address _____

Date: Mobile/Contact No. _____

Certificate 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 year **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)

Annexure-B

Detailed advertisement for the post of Deputy Superintendent of Salt in SCO on Transfer on deputation.

Applications for filling up of 21 vacant posts of Deputy Superintendent of Salt (DSS) in Salt Commissioner's Organisation in the Pay Scale Rs.9300-34800 (pre-revised) Grade Pay Rs. 4200/- in Level-6 (7th CPC) are invited on the basis of Transfer on deputation from Officers of Central Government through their Head of the Department.

(A) Education & Other Qualifications required:-

Officers under the Central Government;

- a. (i) Holding analogous posts on regular basis; **OR**
(ii) with 5 years regular service in posts in the Pay Level-5 as per 7th CPC (or GP Rs 2800/- as per 6th CPC)
(b) Possessing a Bachelor's degree with Chemistry as one of the subjects from a recognized University or equivalent and possessing 2 years' experience in a chemical Lab or in a Salt Industry.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years).