

**Application for the post of Superintendent/Sr. Draftsman/Stenographer Gr.-I/UDC**

**BIO-DATA PROFORMA**

1. Name and Address in Block Letters:
2. Date of Birth (in Christian era):
3. Date of retirement under Central/ State Government rules:
4. Present post held:
5. Experience:
6. Pay Band/present pay with Grade Pay:
7. Educational qualifications:
8. Details of Employment in chronological order. Enclose a separate sheet, duly signed, if the space is insufficient.

| Office/Inst<br>t./ Orgn. | Post<br>held | From | To | Scale of pay (both<br>pre-revised and<br>revised) and basic pay<br>thereon | Nature of<br>duties |
|--------------------------|--------------|------|----|--|---------------------|
|                          |              |      |    |  |                     |

9. Nature of present employment. i.e. ad hoc or temporary or permanent.
10. In case the present employment is held on deputation/ contract basis, please state-
  1. The date of initial appointment
  2. Period of appointment on deputation/ contract
  3. Name of the parent office/ organization to which you belong
11. Please state whether working under-
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organizations
  - (d) Government Undertakings
  - (e) Universities

12. 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.
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)
14. Whether belong to SC/ST/OBC
15. Choice of posting
16. Remarks

Signature of the candidate

Address .....

.....

Telephone No. ....

Email Address .....

Certificate to be furnished by the employer/ Head of Office/ forwarding authority.

Certified that the particulars furnished by .....are correct.

**Also certified that:**

- (i) There is no vigilance case is pending/or contemplated against him/her.
- (ii) Photo copies of his/her complete ACR Dossier/ACRs for the last five years duly attested (on each page) are enclosed.
- (iii) His/ her integrity is beyond doubt.
- (iv) No major/ minor penalties imposed (strike out whichever is not applicable).

Signature.....

Name and Department

Office Seal