

**Annexure-II**

**BIO-DATA PROFORMA**

1	Name and address (in Block letters)	:	
2	Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:	
3	Contact No. and email id	:	
4	Date of Birth (in Christian era)	:	
5	Date of joining and date of retirement under Central/State Government Rules	:	
6	Educational qualification	:	
7	Details of Professional course/Training Attended, if any.	:	
8	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis	:	
9	In case the present employment is held on deputation basis, please state:-  (a)The date of initial appointment in the substantive pay scale in parent cadre. (b)Date from which appointed on deputation	:	

	and period of deputation.					
	(c) Name of parent office/organization to which you belong		:			
	(d) Name of the office/org. where on deputation.					
10	Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)					
	Office/ Instt./Or gn	From	To	Scale of pay and Classification (Group) of the post	Whether held on regular / Ad-hoc basis	Nature of duties
11	Date of return from the ex-cadre post previously held		:			
12	Additional information, if any, which you would like to mention in support of your suitability for the post.		:			
13	Remarks, if any		:			

I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information

**Signature of the Candidate**

Date: \_\_\_\_\_

Address

Countersigned

\_\_\_\_\_

(Employer with seal)

**Certificate to be furnished by the employer/Head of Office/Forwarding Authority:-**

1. Certified that the particulars furnished by Shri/Smt/Kumari \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II above. If selected, he/she will be relieved immediately.
2. Also certified that:-
  - (i) There is no vigilance case pending/contemplated against him/her.
  - (ii) His/her complete APARs for the last 5 available years duly attested by an officer of the rank of Under Secretary to the Government of India or equivalent is enclosed.
  - (iii) His/her Integrity is beyond doubt.
  - (iv) No major/minor penalty has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
  - (v) The Cadre Clearance from the Cadre Controlling Authority is also enclosed.

**Signature**  
**Name & Designation of Head of office/**  
**Competent Authority**  
**Office Seal**