

APPLICATION FOR THE POST OF SENIOR RESEARCH OFFICER (BY DEPUTATION)

Bio-Data Proforma

1. Name in Block letters : _____
2. Father's Name : _____
3. Date of Birth (in Christian era) : _____
4. Age on closing date of receipt of application in India : _____
5. Educational Qualification: _____

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	Qualifications/Experience possessed by the applicants
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	

(Add additional sheet if necessary)

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : _____

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

Office/Instt./ Organization	Post held	From	To	Scale of Pay and basic pay	Nature of duties

9. Nature of present employment, i.e., ad hoc or temporary or permanent: _____

10. In case of the present employment is held on regular/deputation/contract basis, please state:-

(a) The date of initial appointment: _____

(b) Period of appointment on deputation/ Contract: _____

(c) Name of the parent office/organization to which you belong: _____

11. Additional details about present employment: _____
Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Union Territory Administration : _____

(d) University : _____

(e) Public Sector Undertaking : _____

(f) Recognized Academic Research : - _____

(g) Training Institution :- _____

(h) Semi Government/Statutory /Autonomous Body/ Local Body : _____

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. Total emoluments as per month now drawn : _____

14. Additional information, if any, which you would like to mention in support to your suitability for the post. (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) (Note: a separate sheet, if the space is insufficient): _____

15. Whether belongs to UR/ OBC/SC/ST/PH: _____

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date : _____

Address _____

Tel../Mobile No: _____

E.mail ID: _____

To be filled up by the cadre controlling authority

Office of

F. No.

Date:

1. The applicant If selected, will be relieved immediately for a period of three years. The lending department may relieve the officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/ contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed.

Signature

Name, Designation & Tele of the following officer

(Office Stamp)

Date: _____

Place: _____