

**ANNEXURE – II**

**BIO-DATA/CURRICULUM VITAE PROFORMA**  
**{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}**

-  
**Post applied for .....**

|                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>1. Name and Permanent Address/Native place</b> (in Block Letters)                                                                                                                                                                                                                                                                                                                                                      |                                                    |
| <b>2. Date of birth</b> (in Christian era)                                                                                                                                                                                                                                                                                                                                                                                |                                                    |
| <b>3. i)</b> Date of entry into service                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |
| <b>ii)</b> Date of retirement under Central/State Government Rules                                                                                                                                                                                                                                                                                                                                                        |                                                    |
| <b>4. Educational Qualifications (with streams &amp; Subject)</b>                                                                                                                                                                                                                                                                                                                                                         |                                                    |
| <b>5. Whether Educational and other qualifications required for the post are satisfied.</b> (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 |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Essential</b>                                   |
| A. Qualification                                                                                                                                                                                                                                                                                                                                                                                                          | A)                                                 |
| B. Experience                                                                                                                                                                                                                                                                                                                                                                                                             | B)                                                 |
| <b>Desirable</b>                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Desirable</b>                                   |
| A. Qualification                                                                                                                                                                                                                                                                                                                                                                                                          | A)                                                 |
| B. Experience                                                                                                                                                                                                                                                                                                                                                                                                             | B)                                                 |
| <b>5.1 Note:</b> This 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.<br><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate. |                                                    |
| <b>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.</b>                                                                                                                                                                                                                                                        |                                                    |
| <b>6.1 Note:</b> 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.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if 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 or Temporary or Quasi-Permanent or 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/organization to which the applicant belongs | d) Name of the post and pay of the post held in substantive capacity in the parent organisation |
|                                                                                                                                                                                                                              |                                                          |                                                                          |                                                                                                 |
| 9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.         |                                                          |                                                                          |                                                                                                 |
| 9.2 Note: Information under column 9(c) and (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 |                                                          |                                                                          |                                                                                                 |
|                                                                                                                                                                                                                              |                                                          |                                                                          |                                                                                                 |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------|--|
| 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:<br>Please state whether working under (indicate the name of your employer against the relevant column)                                                                             |                                                                            |                  |  |
| a. Central Government<br>b. State Government<br>c. Autonomous Organisation<br>d. Government Undertaking<br>e. Universities<br>f. Others                                                                                             |                                                                            |                  |  |
| 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 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 PB                                                                                                                                                                                                                 | 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                                               |                                                                            |                  |  |
| i. Additional academic qualifications<br>ii. Professional training &<br>iii. Work experience over and above prescribed in the Vacancy Circular/Advertisement)<br>iv. (Note: Enclose a separate sheet, if the space is insufficient) |                                                                            |                  |  |
| 16.B Achievements:<br>The candidates are requested to indicate information with regard to;                                                                                                                                          |                                                                            |                  |  |
| i. Research publications and reports and special                                                                                                                                                                                    |                                                                            |                  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| projects.<br>ii. Awards/Scholarships/Official Appreciation<br>iii. Affiliation with the professional bodies/institutions/societies and;<br>iv. Patents registered in own name or achieved for the organization<br>v. Any research/innovative measure involving official recognition<br>vi. Any other information<br>( <b>Note:</b> Enclose a separate sheet, if the space is insufficient)                                                                            |  |
| <b>17.</b> Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.<br><br>#(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)<br><br># (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC"or "Absorption" or "Re-employment"). |  |
| <b>18.</b> Whether belongs to SC/ST                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

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:** \_\_\_\_\_

Contact No/Mb. No.....

### **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 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 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/Cadre Controlling Authority  
with Seal)**