

ANNEXURE-I

BIO-DATA / CURRICULUM VITAE PROFORMA (While applying on Deputation basis)		Affix your recent passport size photograph duly self -attested by signing across in full
Advertisement No:		Post applied for: _____
1.	Name (In Capital Letters)	
2.	Correspondence address	
3.	Date of Birth (in Christian Era)	
4.	Date of Retirement under Central Govt. Rules.	
5.	Educational Qualifications (Starting from highest qualification to lowest up to matriculation. Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
6.	Are you holding an Analogous post on regular basis under Central Govt./ State Govt./ UT/ Autonomous Organization / PSUs	
7.	Date of your appointment at Level-13	
8.	Details of employment in chronological order (Starting from entry in the Service). Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	

Office / Organization	Post held with scale of pay	Period of service		Nature of appointment (Regular / Ad-hoc / Deputation)	Basic Pay (Revised)				
		From	To		Pay in PB	G.P. / Level	Basic Pay		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
9.	Total emoluments drawn per month as on the date of applying against this Vacancy Circular.								
10.	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.								
11.	Full postal address including PIN Code number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority.								
12.	Whether belongs to SC/ST/PwD/OBC/Ex-Serviceman								
13.	Preference of Campus Choice (If applying for Campus Director)		1. 2. 3.						
14.	Remarks, if any								
Signature of the Candidate									
Name of the Candidate									
Complete Office Address									
E-mail address of the candidate									
Telephone Number of the candidate									
Mobile Number of the candidate									
Date :									
Place:									

Please attach a Statement of Purpose (SOP) not exceeding 1000 words covering the following
(Separate sheet may be used)

(a) Why do you wish to join NIFT?

(b) Why you think you are suitable for the job?

(c) How will you bring value to NIFT?

(d) What has been a significant defining experience in your professional life?

Signature of the Candidate

(Name of the Candidate)

INTEGRITY CERTIFICATE

After scrutinizing the Service records of Shri/Smt./Ms. _____ who has applied for deputation to the post of _____ NIFT, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of
Deputy Secretary or above)

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding	
Authority Telephone Number of	
the Forwarding	
Authority	
Date	

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. _____, who has applied for deputation to the post of _____ in NIFT.

- i. *No major/minor penalty has been imposed on him/her during the last ten years.
- ii. *A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

*(*Strike out which is not applicable)*

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. _____, who has applied for the post of _____ in NIFT.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms._____ applying for the post of _____ in NIFT. It will be possible to relieve Shri/Smt./Ms. _____ from this Office without any delay, in case he/she is selected for the said post of _____.

It is also certified that particulars furnished by Shri/Smt./Ms. _____ are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

FORWARDING OF APARS FOR LAST FIVE YEARS

APARs for the last five years duly attested (by an officer not below the rank of an Under Secretary to the Government of India) in respect of Shri/Smt./Ms._____, who has applied for the post of_____NIFT, are attached herewith as per the details given below:

Sl. No.	Year	Overall Grading	Reference page no. of APAR
1.	2020-21		
2.	2021-22		
3.	2022-23		
4.	2023-24		
5.	2024-25		

Note: If due to some administrative reason, APAR of any year is under process/ can not be submitted, then one year previous APAR will be accepted.

Signature of the Forwarding Authority	
Name and Designation of the Forwarding Officer	
Seal of Office	
Complete Address of Office	
Email address of the Forwarding Authority	
Telephone No. of the Forwarding Authority	
Date	