

**ANNEXURE-I**

<b><u>BIO-DATA/CURRICULUM VITAE PROFORMA</u></b>		<b>(Please affix a recent passport size colour photograph)</b>
<b><u>For the post of Assistant Accounts Officer / Assistant Audit Officer on DEPUTATION BASIS</u></b>		
Reference No: <b>V(A)/16/02/Pers-R1/NTRO/2021</b>		Post applied for: <b>Assistant Accounts Officer / Assistant Audit Officer</b>
1.	Name and Address (in Block Letters)  Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification 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)	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer (to be mentioned by the applicant clearly)</b>
	<b>Essential</b>	<b>Essential</b>
	a. Officers under the Central Government: i. Holding analogous posts on regular basis in the parent cadre or department; <b>or</b> ii. With six years regular service in Level-6 in the pay matrix or equivalent in the parent cadre or department; <b>and</b>  b. Possessing any one of the following qualifications:- i. Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; <b>or</b> ii. Training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of four years' experience in Cash, Audit, Accounts and Budget work.	

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>Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>						
7.	Details of Employment, in chronological order, <b>Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.</b>					
Office/institution	Post held on regular basis	From	To	Level in the Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	
<p><b>*Important:</b> Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned in the above table. Only Level in the Pay Matrix of the post held on regular basis to be mentioned therein. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
Office/institution	Level in the Pay Matrix 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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.			
<p><b>Note:</b> 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.  <b>Note:</b> Information under Column 9(c) &amp; (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.</p>						

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<p><b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
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	Level in the Pay Matrix	Total Emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basic Pay with Level of Pay Matrix and rate of increment	Dearness Pay / Interim relief / other Allowances etc., (with break-up details)	Total emoluments
16.	<p><b>(A) Additional information</b>, 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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</b></p>		

<p><b>(B) Achievements:</b> The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects</li><li>(ii) Awards/Scholarships/Official Appreciation</li><li>(iii) Affiliation with the professional bodies/institutions/societies and;</li><li>(iv) Patents registered in own name or achieved for the organisation</li><li>(iv) Any research /innovative measure involving official recognition (vi) any other information.</li></ul> <p><b>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</b></p>	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data / 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)

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANNEXURE-II**

**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 APAR dossier in original is enclosed/photocopies of the APARs 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**

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