

**Annexure-II**  
**(To be furnished in Triplicate)**

**Part-A**

**PROFORMA OF BIO-DATA -**  
**ASSISTANT MANAGER ON DEPUTATION BASIS**

Paste a passport  
size photograph

Sl.No.	Particulars	Details			
1.	Name and Address (in Block Letters) and Contact no. with email id				
2.	Date of Birth & age on date of publication of advertisement: (in Christian era)				
3.	Educational Qualifications (from 10 <sup>th</sup> Onwards, Add extra sheet if required)	Degree	Year	University	Marks obtained/ Total marks
4.	Date of Entry into Service under Central/State Govt:				
5.	Date of retirement under Central Government Rules				
6.	Present Pay and Matrix Level  <b>(In case the Pay Structure and/ or DA pattern is dissimilar to the pay structure in Central Government in terms of CCS(Revised) Pay Rules, 2016, the level in Pay Matrix [in terms of CCS (Revised) Pay Rule, 2016] to which the pay scale held by the officer is considered analogous, may please be indicated)</b>				
7.	Date from which holding Pay Band and Grade Pay in the pre-revised pay scale				
8.	Whether 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).  <b><u>Qualifications/Experience required</u></b>  Candidate must be (i) holding equivalent/analogous post/level in the Central Government Depts./State Govt. Depts./National-State level Cooperative Corporations/Federations /PSU(Central or State): or (ii) holding post in the pay matrix equivalent/analogous to the Central Govt's Level – 9 in the Central Govt. Depts./State	<b><u>Qualifications/Experience possessed by the officer.</u></b>			

	<p>Govt. Depts./National-State Level Cooperative Corporations/Federations/PSUs with at least 2 years' service in the post /grade or</p> <p>(iii) holding post in the pay matrix equivalent/analogous to the Central Govt's Level – 8 in the Central Govt. Depts./State Govt. Depts./National-State Level Cooperative Corporations/Federations/PSUs with at least 4 years' service in the post /grade or</p> <p><b>(In case the Pay Structure and/ or DA pattern is dissimilar to the pay structure in Central Government in terms of CCS(Revised) Pay Rules,2016, the level in Pay Matrix [in terms of CCS (Revised) pay rule, 2016] to which the pay scale held by the officer is considered analogous, may please be indicated)</b></p>							
9.	Please state clearly whether in the light of entries made by you above you meet the requirement for the post w.r.t. Essential eligibility & Work Experience.							
10.	<p>Details of Employment, in chronological order in support of experience. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p> <table border="1"> <thead> <tr> <th>Office/ Institution</th> <th>Post held on regular basis</th> <th>From</th> <th>To</th> <th>Scale of Pay and Basic Pay</th> <th>Nature of duties (in detail) highlighting experience required for the post applied</th> </tr> </thead> </table>	Office/ Institution	Post held on regular basis	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail) highlighting experience required for the post applied	
Office/ Institution	Post held on regular basis	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail) highlighting experience required for the post applied			
11.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.							
12.	<p>In case the present employment is held on deputation/contract basis, please state</p> <p>(a) The date of initial appointment</p> <p>(b) Period of appointment on deputation/contract</p> <p>(c) Name &amp; Address of the parent Office/ organization to which you belong</p>							
13.	<p>Additional details about present Employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Govt.</p> <p>(b) State Government</p> <p>(c) Autonomous Organisation</p> <p>(d) Government Undertaking</p> <p>(e) Universities.</p> <p>(f) Others</p>							
14.	Please state whether you are working							

	in the same Department and are in the feeder grade or feeder to feeder grade.	
15.	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.	
16	Total emoluments per month now drawn Level in the Pay Matrix and Basic Pay	
17	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to  (i) Academic qualifications  (ii) Professional training and  (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement)  (Note: Enclose a separate sheet, if the space is insufficient).	
18	Remarks-The candidate may indicate information with regard to (i) Research publications and Reports and special projects,  (ii) Awards/Scholarship/Official Appreciation.  (iii) Affiliation with the professional bodies/institutions/Societies and  (iv) Any other information  (Note: Enclose a separate sheet if the space is insufficient.)	
19	Name and address of the cadre controlling authority	
20	Whether belongs to SC/ST	
21	3 Preferences of place of posting (as per list of offices enclosed at Annexure - III	

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 documents in respect of Essential Qualifications/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details submitted 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 \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

**Part-B**

**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY**  
**(Certificate by the Employer)**

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)(i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether cadre clearance for the officer by the Competent authority has been granted.	Yes/No
(d)	Whether IPR for the year ending 2022 submitted with in prescribed time.	Yes/No

It is certified that the information/entries furnished by the officer has been verified from the service records of the officer.

Place:

Date:

Signature\_\_\_\_\_

Name:

Designation:

(Employer/Cadre Controlling  
Authority with seal)

## Part-C

### **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 or 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 maybe)

**Countersigned**

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

### Check-list of documents to be attached

(please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2017-18 onwards or attested photocopy thereof (upto 2021-22)	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate(NRC) for that period to be attached along with ACR/APARS of the previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling/appointing authority (if applicable)	

Signature of the forwarding authority  
(with stamp)

**Annexure - III**

## List of Offices of TRIFED

Sl.No	Office Location	Office Address
1.	Head Office	NSIC Business Park, NSIC Estate, Okhla Phase-III, Okhla Industrial Area, New Delhi – 110020
2.	Ahmedabad	TRIFED, RO AHMEDABAD, 2nd Floor, BSNL, Naranpura Telephone Exchange Mangalmurti Road, Shastri Nagar, Naranpura, Ahmedabad-380063
3.	Bengaluru	TRIFED, RO BANGALORE, 323/2, 2nd floor, Hosur Main Road Near Madiwala Police Station Madiwala, Bangalore - 560068
4.	Bhopal	TRIFED, RO BHOPAL, 35, Shyamala Hills, Ground Floor, Rajiv Gandhi Bhawan-2, Bhopal-462011
5.	Bhubaneswar	TRIFED, RO BHUBANESWAR, NCDC Premises, Ground Floor, Alok Bharti Complex, Shahid Nagar, Bhubaneswar - 751007
6.	Central Warehouse Unit, Pusa, Delhi	TRIFED RO DELHI Central Warehouse Unit, NSC Pusa Complex, New Delhi - 110012
7.	Chandigarh	TRIFED, RO CHANDIGARH, Central Warehousing Corporation, Plot No. 5, Industrial Area Phase II, Chandigarh, 160020
8.	Chennai	TRIFED RO CHENNAI, Tribes India, 17 A& B, Cooptex Exhibition Ground, Pantheon Road, Egmore, Chennai - 600008
9.	Dehradun	TRIFED, RO DEHRADUN, Ground Floor, UCRF Silk Park, Prem Nagar, Dehradun - 248007
10.	Gangtok	TRIFED, RO GANGTOK, urban Development Housing Department (Govt. of Sikkim), UD & HD Utility Building, Lal Market, Gangtok - 737101
11.	Guwahati	TRIFED, RO GUWAHATI, House No. 3, 1st Floor, Madhab Kamal Path, Behind Hotel Shiva, P.O. Ulubari, Sector-17, A.S.E.B. Road, Guwahati - 781007
12.	Hyderabad	TRIFED, RO HYDERABAD, 5th Floor, Chenetha Bhawan, Namapally, Hyderabad - 500001
13.	Jaipur	TRIFED, RO JAIPUR, Room No. 406, 4th Floor, Nehru Sahakar Bhawan Singh Road, Jaipur - 302005
14.	Kolkata	TRIFED, RO KOLKATA, Ground Floor, BSNL Bidhan Nagar, Telephone Exchange Building, near CGO Complex, Salt Lake, Kolkata - 700007
15.	Mumbai	TRIFED, RO MUMBAI, Plot No. 3, Sector-17, Opp. Khanda Colony, Pune Highway, Near Panvel (W), Navi Mumbai - 410206
16.	Raipur	TRIFED, RO RAIPUR, C/o PrannayChandrakarAshirvad Bhavan, Plot No. 7, Behind Mata Garage, In front of Jai Bhole Complex, Pandri, Raipur - 492004
17.	Ranchi	TRIFED, RO RANCHI, B-381, Road No. 4, Ashok Nagar, Ranchi - 834004