

BIO DATA-PROFORMA

107/c

POST APPLIED FOR \_\_\_\_\_

1.	Name and address (in block letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service	:	
	(ii) Date of retirement under Central /State Government Rules;	:	
4.	Educational qualifications (enclose copy of Degree Certificate)	:	
5.	Whether educational and other qualifications required for the post are satisfied. (If any, qualifications have 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
	<u>Essential</u> (a) Qualification (b) Experience		<u>Essential</u> (a) Qualification (b) Experience
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular		Qualifications/Experience possessed by the officer
	<u>Desirable</u> (a) Qualification (b) Experience		<u>Desirable</u> (a) Qualification (b) Experience
	<p>5.1 NOTE – 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.</p> <p>5.2 NOTE – In the case of Degree and Postgraduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post.	:	
	6.1 NOTE – 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 /Instt.	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 /Instt.	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To		
8.	Nature of present employment i.e. adhoc 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 present organization	:			
9.1 Note – In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.					
9.2 Note – Information under Columns 9(c) and 9(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.					

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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 : Please state whether working under (indicate the name of your employer against the relevant column)	:	
	(a) Central Government	:	
	(b) State Government	:	
	(c) Autonomous Organisation	:	
	(d) Government Undertakings	:	
	(e) Universities	:	
	(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 Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by Organisation 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 (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).		



16-B	Achievements: The candidates are requested to indicate information with regard to:-	
	(i) Research publications and reports and special projects	:
	(ii) Awards/Scholarships/Official Appreciation	:
	(iii) Affiliation with the professional bodies/institutions/societies and	:
	(iv) Patents registered in own name or achieved for the organization	:
	(v) Any research/innovative measure involving official recognition.	:
	(vi) Any other information (Note – Enclose a separate sheet if the space is insufficient)	:
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. #(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract" # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular are specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	:
18.	Whether belongs to SC / ST	:
19.	Contact Telephone/Mobile No.	:

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 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.....