**ANNEXURE-I**

**BIO-DATA/CURRICULUM VITAE PROFORMA**

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| --- | --- | --- | --- |
| 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 |  | | |
| 5. Whether Educational and  other 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)** |  | | |
| **Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular** | | **Qualifications/ experience possessed by the officer** | |
| **Essential** | | **Essential** | |
| A) Qualification | | A) Qualification | |
| B) Experience | | B) Experience | |
| **Desirable** | | **Desirable** | |
| A) Qualification | | A) Qualification | |
| B) Experience | | B) Experience | |
| **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.  5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.** | | | |
| 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. | | |  |
| **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 Biodata) with reference to the post applied.** | | | |
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-: 2 :-

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) & (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/ 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:**  Please state whether working under (indicate the name of your employer against the relevant column)    a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  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 | | | | | |
| Basis 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 the 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)** | | | |  | |
|  |  |  |  |  |  |

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| **16.6 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 Organizations are eligible only for Short Term Contract) |  |
| # (The option of 'STC' / 'Absorption' Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or  "Re-employment"). |  |
| 18. 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-; 5 :-**

**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**

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