

BIO-DATA/PROFORMA

1. Name and address in BLOCK Letters :
2. Date of Birth(in Christian era) :
3. Date of Retirement :
4. Educational Qualification :
5. Whether education and other qualifications required for the posts are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) :

	Qualification /Experience required	Qualification/Experienced possessed by the officer
Essential: (1)		
(2)		
(3)		
Desirable (1)		
(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. :
7. Details of employment, in chronological Order. Enclose a separate sheet, duly authenticated by your signature, if space below is insufficient :

Office/ Institution/ Organization	Post Held		Pay	Structure	Nature of duties
			Pay in the pay band	Grade Pay	
	From	To			

8. Nature of present employment (i.e.) whether Ad-hoc or Temporary or quasi-permanent Or permanent :

9. In case the present employment is held on deputation basis, please state:-
- (a) The date of initial appointment :
 - (b) Period of appointment on deputation :
 - (c) Name of the present Office/Organization to which you belong :
10. Additional details about present Employment. Please state whether working under (indicate the Name of your employer against relevant column)
- (a) Central Govt. :
 - (b) State Govt. :
 - (c) Autonomous organization :
 - (d) Govt.Undertaking :
 - (e) Universities :
 - (f) Others :
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. :
12. 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. :
13. Total emoluments per month now drawn :
14. Additional information if any, which you like to mention 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 ad :
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement :
- (Note: Enclose a separate sheet if the space is insufficient).
15. Please state whether you are applying for deputation (ISTC)/re-employment basis. Candidates of Non-Govt. Organisation are eligible only for short term contract). :
16. Whether belongs to SC/ST :

17. Remarks (The candidates may indicate information with regard to :
(i) Research Publications and reports and Special projects :
(ii) Awards/ Scholarship /Official appreciation :
(iii) Affiliation with Profession bodies/institutions/ Societies and :
(iv) Any other information :

(Note: Enclose a separate sheet if the space is insufficient)

Date:

Signature of the Candidate

TO BE CERTIFIED BY THE EMPLOYER/FORWARDING AUTHORITY

Certified that the particulars furnished by the Applicant have been verified with reference to his service records and found correct. No vigilance/ disciplinary proceedings either pending or contemplated against the officer.

Date:

Signature of the Head of Office

Name:

Designation:

Seal

Countersigned

(Head of Department)