

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1.	Name and Address (in block letters)	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in Rules, state the authority for the same)</b>	
	Qualification/Experience Required as mentioned in the advertisement/vacancy circular	Qualification/Experience possessed by the Officer
	Essential(1)	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Others	Others
	A) Qualification	A) Qualification
	B) Experience	B) Experience
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.	
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	Nature of Duties( in detail) highlighting experience required
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				held on regular basis	for the post applied for
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				
10.	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)				
	a) Central Govt.				
	b) Sate Govt.				
	c) Autonomous Organization				
	d) Government 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	Additional information, if any, which you would like to mention in support of your suitability for the post regarding(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 in sufficient).				
13	Please state whether you are applying for Deputation(ISTC).(Candidates of non-Government Organisations are eligible only for short term contracts)				
14.	Whether belongs to SC/ST				

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by the documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date : \_\_\_\_\_

Signature of the candidate  
Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE**

1. Certified that particulars furnished by Shri/Smt/Km. \_\_\_\_\_ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt/Km. \_\_\_\_\_. His integrity is certified.
3. No major/ minor penalty was imposed on him/her during the last 10(ten) years as per records in the Ministry/Department.

Signature of Head of Office  
With seal

Place  
Date