

BIO-DATA PROFORMA

1. Name and address in block letter :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Govt. rules :
4. Educational Qualification :
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).

Qualification/Experience
Required

Qualification/Experience
possessed by the officer

- Essential (1)
(2)
(3)
(4)

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, enclosed a separate sheet, duly authenticated by your signature, if the space be is insufficient.

Office	Instit.	Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties.

8. Nature of present employment i.e. ad-hoc or temporary of 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 you belong.
10. Additional details about present employment.

Please state whether working under

- (a) Central Govt.
- (b) State Govt.

- (c) Training/Institutions recognized by State/Central
- (d) Recognized Universities
- (e) Autonomous Organization/Public Sector Undertaking.

- 11. Are you in revised scale of pay. if yes, give the date from which the4 revision took place also indicate the pre-revised scale.
- 12. Total emoluments per month now draw.
- 13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
- 14. Whether belongs to SC/ST/OBC
- 15. Remarks

Date

Signature of the Candidate

- (i) It is certified that no vigilance case is either pending /contemplated against the applicant and he is clear from vigilance angle.
- (ii) Integrity of the applicant is certified.
- (iii) It is certified no major/minor penalty has been imposed upon the officer during the last 10 years/ a list of major/minor penalties imposed upon the officer during the last 10 years is enclosed herewith.
- (iv) ACR dossier, original/attested photocopies of the ACRs of the applicant for the last 5 years are enclosed herewith.
- (v) It is certified that the particulars furnished by the officer are correct.

(Head of the Department with seal)