

**BIO-DATA 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. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications/  
Experience  
required      Qualification/Experience  
possessed by the Officer

Essential: 1.

2.

3.

Desirable: 1.

2.

3.

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 the space below is insufficient)

Office/ Instt./Orgn.	Post held	From	To	Scale of pay and Classification (Group) of post	Whether held on regular / Ad-hoc basis	Nature of duties
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8. Nature of present employment  
i.e.  
(i) Ad-hoc Basis :  
(ii) Regular / on temporary :  
basis :  
(iii) Pay in the Pay Band :  
(iv) Grade Pay drawn :
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  
you belong :
10. 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 or :  
Union Territory :
- (c) Semi-Government or :  
Statutory or Autonomous  
Organisations :
- (d) Public Sector :  
Undertaking :
- (e) Universities or :  
Recognised Research  
Institutes :
- (f) Others :
11. Are you in Revised Pay :  
Structure? If yes, give the date :

from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month :  
now drawn
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 belong to :  
SC/ST/OBC
15. Remarks :

I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information and I am well aware that the Bio-data supported by documents submitted by me will be assessed by the Selection Committee at the time of selection for the post.

**Signature of the Candidate**

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

Address \_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_  
(Employer with seal)

