

BIO-DATA PROFORMA

Annexure-I

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 Qualification :
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:
- (a) Central Government
 - (b) State Government/Union territory
 - (c) Autonomous Organisation
 - (d) Government Undertaking
 - (e) Universities
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
15. Remarks

Signature of the Candidate
Address _____

Date: _____

Countersigned with official seal by the authorised signatory of the parent office

(TO BE FILLED BY FORWARDING OFFICE)

Particulars mentioned above have been verified from the records and found correct. It is certified that no disciplinary proceedings or departmental enquiry are pending or contemplated against the officer and recommendations (if any).

**Signature of the Competent Authority
with Official Seal**

Dated: _____

Certificate to be furnished by the employer/Head of Office/Forwarding Authority:-

1. Certified that the _____ particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:-

- i) There is no vigilance case pending/contemplated against him/her.
- ii) His complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- iii) His/her Integrity is beyond doubt.
- iv) No major/minor penalties has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- v) Cadre clearance has been obtained.
[Strike out which is not applicable]

**Signature
Name & Designation of the parent office
(with seal)**

Dated: _____

Place: _____