

BIO-DATA PROFORMA

Application for the post of :

Assistant Programmer

1. Name and Address in Block Letters :
2. Date of Birth (In Christian Era) :
3. Educational Qualifications :
4. 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) :

Present position/Qualifications required

Present position/Qualifications possessed by the officer

- i)
- ii)

5. Please state clearly whether in the light of entries made by you, you meet the requirements of the post :

6. 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	Nature of duties
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7. Name of Present post held :
8. Nature of Present post held :
Whether ad-hoc, temporary or permanent
9. Post holding or regular basis, scale of pay therein and date from which it is being held on regular basis :
10. 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 parent office/organization to which you belong

11. Are you in revised scale of pay (7th CPC)? If yes, give the date from which the revision took place and also indicate the pre-revised scale. :

- 12. 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. :
- 13. Whether you belong to SC/ST :
- 14. Remarks, if any :

Date:

Signature of the candidate
Address:

Certificate to be recorded by the employer while forwarding the application:

1. Certified that the particulars of the officer has been verified and found to be correct. The date of his empanelment in the present substantive grade of _____ is _____.
2. It is also certified that he is clear from vigilance angle and no disciplinary proceedings are either pending or/and contemplated against Sh./Smt./Ms. _____. Integrity of the Officer is Beyond Doubt. The certified copies of APARs for the last 5 years in respect of Sh./Smt./Ms. _____ are enclosed herewith. A certificate regarding major/minor penalties imposed on the candidate during the last 10 years, and cadre clearance is also enclosed.

Date:

**Signature of Head of the Dept.
(with office seal/stamp)**