

BIO-DATA / CURRICULUM VITAE PROFORMA

1. Name and Address (In Block Letters)		
2. Date of Birth (In Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules.		
4. Educational qualifications		
5. Qualifications/Experience required as tendered in the advertisement/ vacancy circular.		Qualifications / Experience possessed by the officer.
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
6. If any post held on Deputation in the past by the applicant date of return from the last deputation and other details.		
7. In case the applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of pay and rate of increment.	Dearness Pay/Interim relief/ other allowances etc. (With break-up details).	Total Emoluments.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee on the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidates)

Address _____

Date ____/____/____

Certification by the Employer/Cadre Controlling Authority.

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. Of India or above are enclosed.
- iv. No major/minor penalty has been impressed on him/her during the last 10 years Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with seal)