

**BIO-DATA / CURRICULUM VITAE PROFORMA**

{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post Applied for.....

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. 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A)
B) Experience	B)
<b>Desirable</b>	Desirable
A) Qualification	A)
B) Experience	B)
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below;

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad- hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on **deputation/Loan** basis, please state-

a) The date of initial appointment and mode of recruitment either Deputation or Loan	b) Period of appointment on deputation/ Loan	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization

**9.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

**9.2 Note:** Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
<ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. 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)	

**16.A Additional Information**, if any, relevant to the post you applied for in support of your suitability for the post.

This among other things may provide information with regard to i) Additional academic qualifications (ii) Professional training & Work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

**16.B Achievements:**

The candidates are requested to indicate information with regard to;

- Presidential Award of Appreciation Certificates and Medal for “Specially Distinguished Record of Service”,
- World Customs Organization (WCO) Certificate of Merit awarded to departmental officials.
- Certificates of Commendation/Awards/ Official Appreciation by Department and any other recognized Institutions.
- Research publications and reports and special projects
- Patents registered in own name or achieved for the organization. Any research/innovative measure involving official recognition. Any other information

(Note: Enclose a separate sheet, if the space is insufficient)

17. Whether belongs to SC/ST

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 at the time of selection for the post. The information/ details provided by me are correct and to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Name (In Capital Letter)

Present Place of Posting

Date –

Place –

Name of Cadre Control Authority -