

## BIO - DATA PRO FORMA

POST APPLIED FOR		
1.	a) Name of the candidate b) Present Designation c) Full Office Address d) Residential address e) Tele Ph. No./Fax No.: f) Mobile No: g) E-mail Id: h) Name, Address and Designation of Head of Administration.	
2.	i) Date of Birth (in Christian era)	
3.	Date of retirement (as per existing rules of the employer)	
4.	Educational qualifications ( <i>photocopies of relevant certificates are to be attached</i> )	
5.	Whether Educational and other qualifications required for the post are satisfied (If any qualification been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
Qualifications/Experience required		Qualifications/Experience possessed by the officer
Essential	1. 2. 3.	
Desired	1. 2. 3.	
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 and basic pay (Pay in Pay Band with Grade Pay	Nature of duties
					<i>(Use separate sheet if necessary)</i>
7.	Nature of present employment, i.e. ad hoc or temporary or permanent or on deputation				
8.	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/ organization which you belong.				
9.	Additional details about present employment :-Please state whether working under (a) Central Government (b) State Government (c) Autonomous organizations (d) Government undertakings (e) Universities				
10.	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.				
11.	Total emoluments per month now drawn a) Basic Pay b) Grade Pay c) DA @ % d) HRA e) TA f) Any other allowances				
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 provided is insufficient)				
13.	Whether belongs to SC/ST/OBC(please specify)				

14.	Remarks(if any)	
-----	-----------------	--

Date:  
candidate)

(Signature of the

**Certificate by the employer**

- a) The date of birth, qualifications, and experience and other details furnished by Shri /Smt indicated at Sl. No. 1 to 14 in bio-data pro-forma have been verified and found correct as per service records of the officer.
- b) The integrity of Shri / Smt. \_\_\_\_\_ is beyond doubt.
- c) No vigilance or disciplinary case is either pending or contemplated against the officer concerned.
- d) CERC will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded.
- e) Up-to date ACRs/APARs dossiers of the concerned officer for the last five years is enclosed or would be forwarded within the due date.

(\*Signature of the employer)

*(\*To be signed by an officer not below the rank of Under Secretary to the Government of India verifying the facts and figures contained in the bio-data of the candidates.)*