**BIO- DATA**

**Advt. No. - 19/2023**

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| --- | --- |
| Name of the post applied for :- | RecentPassportPhoto |
| 1 | Name (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 |  | Qualification/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 |  |
| 5.1 | **Note:**This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News. |
|  |
| 5.2 | In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.** |
| 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. | **:** |  |
| 6.1 | **Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.** |
| 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 Level, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|  |  |  |  |  |  |  |  |  |
| 8. | Nature of present employment i.e. Adhoc or temporary or Quasi-Permanent or Permanent | **:** |  |  |  |  |
| 9. | In case the present employment is 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 the applicant belongs. | (d) Name of the post and pay of the post held in Substantive capacity in the parent organisation |
|  |  |  |  |
| 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) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation 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 deputationand other details. | **:** |  |  |
| 11 | **Additional details about present employment:**Please state whether working under (indicate the name of your employer against the relevant column) | **:** |  |  |
|  | (a) | Central Government | **:** |  |  |
|  | (b) | State Government | **:** |  |  |
|  | (c) | Autonomous Organisation | **:** |  |  |
|  | (d) | Government Undertaking | **:** |  |  |
|  | (e) | Universities | **:** |  |  |
|  | (f) | Others | **:** |  |  |
| 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 /Pay | Grade Pay / Level | Total emoluments |
|  |  |  |  |  |  |  |
| 15 | In case the applicant belongs to an Organisation which is not following the Central Government pay-scales, the latest salary slip issued by the Organisation 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 |
|  |  |  |
| 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 and | **:** |  |  |  |
|  | (iii) 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; | **:** |  |  |  |
|  | (i) Research publications and reports and special projects | **:** |  |  |  |
| (ii) Awards/Scholarships/Official Appreciation | **:** |  |  |  |
|  | (iii) Affiliation with the professional bodies/institutions/societies and; | **:** |  |  |  |
|  | (iv) Patents registered in own name or achieved for the organization | **:** |  |  |  |
|  | (v) Any research/innovative measure involving official recognition | **:** |  |  |  |
|  | (vi) any other information.**(Note: Enclose a separate sheet if the space is insufficient)** | **:** |  |  |  |
| 17. | Please state whether you are applying for deputation (ISTC)/Absorption/Reemployment Basis# (Officers under Central/State Governments are only eligible for “Absorption” Candidates of non-Government Organizations are eligible only for Short Term Contract) | **:** |  |  |  |
|  | # (The option of ‘STC’/’Absorption’/Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”) | **:** |  |  |  |
| 18 | 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 true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the Candidate)**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mobile No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place &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 possesses 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 imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years in enclosed. (as the case may be)

**Countersigned**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Employer/Cadre Controlling Authority with Seal)**