

BIO-DATA PROFORMA

Paste self -
attested
photo here

1. Name of the candidate
2. Address in Block letters alongwith telephone/Mobile Nos.
3. Date of Birth (in Christian era)
4. Name of the post applied for
5. The mode of recruitment sought for out of three modes viz, deputation/
direct/ contract recruitment:
6. 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). Please mention the
essential and desirable qualification required and possessed by the
candidate in the preceding column.

Qualificatios/ Experience required	Qualifications/Experience possessed by the applicant
Essential (1) (2) (3)	
Desired (1) (2)	

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

8. 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	Nature of appointme nt whether regular, ad- hoc, deputation, contract etc.	From	To	Scale of pay and basic pay	Nature of duties

9. Details of additional academic qualifications, professional training and work experience, if any.
10. Nature of present employment, i.e., *ad hoc* or temporary or permanent.
11. In case the present employment is held on deputation/contract basis, please state-
- (a) The date of initial appointment on deputation/contract basis
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/Organization to which you belong
 - (d) Name of the post & pay scale held by you on regular basis. Date from when such post held may also be indicated.
12. Additional details about present employment:
Please state whether working under-
- (a) Central Government
 - (b) State Government
 - (c) Central/State Autonomous Organizations
 - (d) Central/State Government Undertakings
 - (e) Central/State University
 - (f) Private Organization
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 (Please attach details of gross salary/last pay slip).
15. 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.
16. Whether belongs to SC/ST/OBC/PH. if yes, please state category(In case of physically handicapped, please state category of disability)
17. Notice period/No. of days likely to be availed for relieving from parent Deptt. on being found fit for appointment.
18. Remarks

(Signature of the candidate)

Date

Countersigned.....
(Employer)