## **BIO-DATA/CURRICULUMVITAE PROFORMA**

## **POST APPLIED FOR: - Assistant Administrative Officer**

1. Name and	l Address (in B	lock Letter:	s)				
2. Date of Birth (in Christian era)							
3. i) Date of entry into service							
ii) Date of re	tirement unde	r Central/S	State Gove	rnment			
Rules		•					
4. Education	al Qualificatio	ns					
5. Whether	Educational	and oth	er qualifi	cations			
required for the post are satisfied. (If any							
	ion has been						
the one	prescribed	in the R	ules, sta	te the			
	for the same						
	ions/Experien			oned in	Qualificat		
	tisement/vacar	ncy circular	r		possessed		ficer
Essential					Essential		
A) Qualif	ications				A) Qualifications		
B) Experi	ence				B) Exp	erience	
Desirable					Desirable		
A) Qualif	ications				A)Qualifications		
B) Experience				B)Experience			
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<sup>\*</sup> **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 Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/ Institution		Pay Band and Gr ACP/MACP Schem		awn	From		То
8. Nature of present e Temporary or Permanent		ment i.e. Ad-hoc or si-Permanent or					
9. In case the presen deputation/contract							
a) The date of ini appointment			c) Name parent office/or on to w applicar belongs	hich	sati i	the po substa capaci parent	ty in the
	rs shoot ale tegrity n unde ere a p	tould be forwarde ongwith Cadre C Certificate. r Column 9 (c) & (d) person is holding a unisation but still n	ed by the Clearance, above must a post on de	e pa Vigila be g eputa	rent ance iven tion		
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	s about ther wo the rel- nment nent Organis	present employmer orking under (indica evant column) sation	nt:	e of y	your		
12. Please state whether you are working in the same Department							
13. Are you in Revise	ed Scal	de or feeder to feede le of Pay? If yes give nd also indicate the	the date fro		hich		
14. Total emoluments	_				hotol France	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	240
Basic Pay in the Pl	D	Grade Pay		1	otal Emo	numer	118
_	al Gov	elongs to an Organ rernment Pay-Scales ion shown the follo	, the latest s	alary	slip		
Basic Pay with Scale			•		other	Tota	
Pay and rate of incre	ment	Allowances etc.,	(with break-	up de	etails)	Emo	lument
							~ ~ .

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: Enclosed 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/re-employment basis.		
(Officers under Central/State Governments are only eligible for		
"Absorption". Candidates on non-Government Organisations 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.

Date:	(Signature of the candidate)
	Address:

## 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 is enclosed (as the case may be).

Countersigned (Employer/Cadre Controlling Authority with Seal)