

BIO-DATA PROFORMA

1	Name & Address (in Block Letters)	
2	Post applied for	
3	Choice of postings (Minimum 03)	
4	Date of Birth	
5	Date of entry in service	
6	Date of Retirement under Central / State Government Rules.	
7	Age as on the closing date of receipt of application	
8	Educational Qualification:	

9. Present post held and the date from which held:

Name of the Office	Post held	Scale of pay	Period		Nature of duties in details
			From	To	

10	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent/contract.	
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11	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 parent office/ organization to which the applicant belongs	
12	If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules (if yes, please also indicate the date of repatriation)	
13	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.	
14	Whether belongs to SC/ST/OBC	

Declaration: -

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed 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

Date:-----

Address-----

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by _____
are correct and he/she possesses educational qualifications and experience mentioned in the
vacancy circular.

2. Also certified that:-

- I. There is no vigilance or disciplinary case pending/contemplated against Shri/
Smt.....
- II. His/ Her integrity is certified.
- III. The photocopies of the APARs for the **last 5 years (for the year from 2019-20 to 2023-
24)** duly attested by an officer of the rank of Under Secretary to the Govt. of India or
above, are enclosed.
- IV. *No major/minor penalty has been imposed on him/her during the last 10 years.
- V. *A list of major/minor penalties imposed on him/her during the last 10 years is
enclosed.
- VI. This office has no objection in relieving the official in case of his/her appointment to
the post.

Signature :

Name & Designation :

Telephone no :

Office Seal :

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.

Check list of documents to be attached

(Please tick)

1.	Application prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2023-24 or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARS of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority.	

Date:

Signature of the forwarding authority
(With stamp)