

**Annexure-2****Bio Data Proforma**

1. Name and address (in Block Letters) :

Telephone Number :

2. Date of Birth (in Christian era) :

3. Date of retirement under Central Government Rules:

4. Educational Qualifications:

5. Whether educational and other qualifications required for the

posts are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications / Experience Required	Qualifications / Experience possessed by the Officer
Essential	
Desirable	

6. Please state clearly whether in the light of entries

made by you above, you meet the requirements of the post.

7. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Institution/organisation	Post held and service / cadre to which it belongs	From	To	Pay in the pay band and classification of post	Nature of duties

8. Nature of present employment, i.e.,

- i. Ad-hoc basis
- ii. Regular / on temporary basis
- iii. Pay in the Pay Band
- iv. Grade Pay drawn

9. 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/organisation to

which you belong

10. Additional details about present employment. Please

state whether working under:

- a. Central Government
- b. State Government
- c. Autonomous organisation
- d. Government Undertaking
- e. Universities

11. Are you in the Revised Pay Structure? If yes, give the

Date from which the revision took place and also

Indicate the pre-revised scale

12. Total emoluments per month now drawn:

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 belonging to SC/ST

15. Remarks

Signature of the candidate

Date :

It is certified that information furnished by the applicant is verified with his / her service record and found correct.

Countersigned with office seal by the authorized signatory of the parent office

Signature of the Competent Authority