

**BIO - DATA**

Space for  
photograph

|     |  |                  |  |
|-----|--|------------------|--|
| 1.  | Name of the candidate  | :                |  |
| 2.  | Date of birth  | :                |  |
| 3.  | Educational Qualifications (photocopy of Diploma/ Degree in respective trade must be attached).  | :                |  |
| 4.  | Details of employment, in chronological order  |                  |  |
|     | <b>Office/ Institute Organization</b>  | <b>Post held</b> | <b>From To Scale of pay &amp; basic pay Nature of duties</b> |
|     |  |                  |  |
|     |  |                  |  |
|     |  |                  |  |
| 5.  | Present scale of pay and present pay with Next Increment   | :                |  |
| 6.  | Whether belongs to SC/ST (Photocopy must be attached)  | :                |  |
| 7.  | Whether any penalty is imposed/ in force, if yes, details thereof  | :                |  |
| 8.  | Details of Training Programmes attended  | :                |  |
| 9.  | Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent  | :                |  |
| 10. | In case the present employment is held on deputation/ contract basis, please state<br>a. The date of initial appointment<br>b. Period of appointment on deputation/ contract<br>c. Name of the parent office/ organization to which you belong | :                |  |
| 11. | Revised Scale of pay? 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. | : |  |
|-----|--|---|--|

Signature of the Candidate

Address : .....

Countersigned by HOO with seal

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

1. Certified that particulars furnished by Sh/Smt. .... are correct and he possess educational qualifications and experience mentioned in the advertisement.
2. There is no disciplinary/ vigilance case pending/ contemplated against him/her.
3. His/her complete CR dossier/ ACRs for the last 5 years duly attested (on each page) are enclosed.
4. His/her integrity is beyond doubt.
5. No major/minor penalties have been imposed on him/her during last 10 years.
6. He/she is having medical category ..... as on ..... (copy of health card is enclosed).
7. In the event of selection, Sh/Smt. ...., he/she will be relieved of his duties in this office.

SIGNATURE OF HOO

Name : .....

Designation : .....

Office with Seal.....

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