

BIO-DATA

1. Name and Address (in Block letters) :
(alongwith contact No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under :
Central Govt. rules
4. Educational Qualifications :
5. Post & Place for which applied :Post: Place:
6. Date of publication of Advt. in the
Employment News
7. Whether Educational & 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)

	Qualifications/ Experience required	Qualifications/ experience possessed by the applicant
Essential	(1)	
	(2)	
Desirable	(1)	
	(2)	

8. Please state clearly whether in the light of :
entries made by you above, you meet the
requirement of the post.
9. 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	From	To	Pay Level & Cell in the pay matrix/Pay Band & Grade Pay (pre-revised)	Nature of duties

10. Nature of present employment i.e. Ad-hoc or :
temporary or quasi-permanent or permanent

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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 :
- (c) Name of the parent office/Organisation to which you belong :

12. Additional details about present employment. Please state whether working under :-

- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organisation :
- (d) Govt. undertaking :
- (e) Universities :

13. Are you in revised Pay Level? :
If yes, give the date from which revision took place and also indicate the pre-revised Pay Band and Grade pay

14. Total emoluments per month now drawn. :

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 : :

17. Remarks : :

Dated :

Signature of the candidate

TO BE FILLED BY EMPLOYER

1. It is certified that the information furnished by Shri/Ms _____ has been checked as per the service record of the individual and found correct.
2. No disciplinary / vigilance case is pending / contemplated against Shri / Ms _____.
3. No minor or major penalties imposed on Shri / Ms _____ during the last 10 years. The integrity of the officer/individual is beyond doubt.
4. In the event of the selection of Shri/ Ms _____ he/she will be relieved of his/her duties in the office.
5. Photocopies of ACRs/APAR (duly attested by a Group 'A' officer) of Shri / Ms. _____ for the last five years are enclosed.

Dated :

Name :
Designation :
Telephone No.:
Office Seal :

→ DAVP / 10119 / 11 / 0028 / 1819