

BIO-DATA PROFORMA

1. **Post Applied for:**
2. **Name (in Block Letters)**
3. **Permanent Address :**
4. **Date of Birth (in Christian era)**
5. **Date of retirement under Central/State Government rules:**
6. **Educational qualifications:** 1.
2.

7. Whether Educational and 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).

	Qualification/experience required	Qualification/experience possessed by the officer
Essential	1. 2.	
Desiree	1. 2.	

8. Please state clearly whether in the light of entries made by you above, you meet the requirements 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	From	To	Pay Band & Grade Pay	Nature of duties

**10. Nature of present employment
i.e. ad-oc or temporary or
Quasi permanent or permanent**

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 and address of the
parent office/organization to
which you belong**

**12. Additional details about present employment please state whether working
under**

- a) Central Government**
- b) State Government**
- c) Autonomous Organization**
- d) Government Undertaking**

**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

15. Remarks

Signature of the Candidate
Address-----

Date_____

COUNTERSIGNED
(Employer)