

**BIO DATA PROFORMA**

Affix recent  
passport  
size  
photograph

1. Name & Address (in Block Letters)  
With e-mail address and contact number :
2. Date of Birth ( in Christian era) :
3. Date of entry into Govt. Service :
4. Educational Qualifications:-  
Whether educational and other qualification required for the post is 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 officer

Essential:

(1)

(2)

(3)

Desired:

(1)

(2)

5. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

6. 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	Scale of pay	Nature of Appointment i.e. whether regular/adhoc/ deputation	Nature of duties
1	2	3	4	5	6	7

7. Name of the post held substantively, if any, and scale of pay thereof:
8. Present pay and date from which it is drawn (scale in which drawn also to be indicated):
9. Additional details about present employment. Please state whether working under:-
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organizations
  - (d) Government Undertaking
  - (e) Universities
10. 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.
11. Whether the officer satisfies all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.
12. Remarks if any.

Dated .....

Countersigned .....

Address .....

(Employer)

Signature of the candidate

CERTIFICATE TO THE RECORDED BY THE EMPLOYER  
WHILE FORWARDING THE APPLICATION

Certified that the particulars filled by Shri..... Designation..... have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri.....and his integrity is beyond doubt. Character Roll for the last five years is enclosed.

SIGNATURE OF THE EMPLOYING AUTHORITY  
WITH STAMP AND DATE