

BIO-DATE

1.	Name of the candidate	:		Space for Photograph		
2.	Date of birth	:				
3.	Educational Qualifications (photocopy of Diploma /Degree in respective trade must be attached)	:				
4. Details of employment, in chronological order:						
	Office/Institute Organization	Post held	From	To	Scale of Pay & basic Pay	Nature of duties
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 a. The date of initial appointment b. Period of appointment on deputation/ contract 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-_____

Counter- Signed 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/she possesses educational qualifications and experience mentioned in the advertisement.
2. There is no disciplinary/vigilance case pending/ contemplated against him/her.
3. Copies of his/her CR dossier/APARs 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. _____ will be relieved from his/her duties in this office to join selected place of deputation.

Signature of HOO

Name - _____

Designation- _____

Official Seal Stamp