

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name of the post applied for :

Photograph

2. Name and address (in block letters) :

Phone/Mobile No.:

3. Date of Birth (in Christian era) :

4. Educational Qualification :

Degree	College & University	Year of passing	Class/div. & % of marks/grade	Subject/discipline/specialization

5. Other Qualification :

6. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) .

7. Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	
B) Experience	
Desirable	Desirable
A) Qualification	
B) Experience	

8. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post

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9. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institute	Post held on regulars basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

10. Achievements: The candidates are requested to indicate information with regard to:

- a) Research publications and reports and special projects :
- b) Awards/Scholarships/Official Application :
- c) Affiliation with the professional bodies/ institutions/societies and :
- d) Patents registered in own name or achieved for the organization :
- e) Any research/innovative measure involving official recognition :
- f) Any other information :
(Note enclose a separate sheet if the space is insufficient)

The above-mentioned information is true to the best of my knowledge and belief.

Date :
Place :

(Signature of the candidate)