

Annexure - II

**BIO DATA PROFORMA**

1. Name and address (in Block Letters)  
Telephone No./Mobile No./Email
2. Date of Birth
3. Date of retirement under Central Government Rules
4. Educational Qualifications
5. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

| Office/Institution/<br>Organization | Post held and<br>service/ cadre<br>to which it<br>belongs | From | To | Pay in the pay<br>band and<br>classification of<br>post | Nature of<br>duties |
|-------------------------------------|-----------------------------------------------------------|------|----|---------------------------------------------------------|---------------------|
|-------------------------------------|-----------------------------------------------------------|------|----|---------------------------------------------------------|---------------------|

6. Nature of present employment i.e.,
  - (i) Adhoc basis
  - (ii) Regular / on temporary basis
  - (iii) Pay Band & Grade Pay
  - (iv) Pay drawn
7. 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/organisation to which you belong
8. Additional details about present employment.  
Please state whether working under:
  - (a) Central Government
  - (b) Autonomous Organization
  - (c) Government Undertaking
  - (d) Universities
9. Are you in the Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

10. Latest Basic Pay & Total emoluments per month
11. 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.
12. Whether belonging to SC/ST/OBC
13. Remarks.

Date :

Signature of the Candidate

Name :

Designation :

It is certified that information furnished by the applicant is verified with his/her service record and found correct.

Countersigned with office seal by the authorized signatory of the parent office.

Signature of the Competent Authority.