

**BIO-DATA PROFORMA**

1. Post applied for :
2. Name and Address in Block Letters
3. Date of Birth (in Christian Era)
4. Date of retirement under Central/ State Government rules
5. Educational Qualifications
6. 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)

	Qualifications/ Experience required	Qualifications Experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
8. 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 and basic pay	Nature of duties
------------------------	-----------	------	----	-------------------------------	---------------------

9. Nature of present employment i.e. ad hoc or temporary 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. Additional details about present employment:-
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organizations
  - (d) Government Undertakings
  - (e) Universities
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the Pre-revised scale.
13. Total emoluments per month now drawn
14. 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.
15. Whether belongs to SC/ST
16. Remarks

#### **DECLARATION**

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Signature of the candidate

Dated

Countersigned \_\_\_\_\_  
(Employer)

PART-II

(To be filled by the Authority forwarding the Application)

1. Certified that the particulars furnished by the candidate have been checked from the available records and found correct.
2. Certified that it has been verified that the candidate is eligible as per conditions mentioned in Annexure-I attached to the Department of Scientific and Industrial Research vacancy circular No..... .
3. No vigilance case is either pending or being contemplated against the candidate. There is nothing in the ACR Dossier of the candidate which makes him eligible for consideration for appointment to the post of Scientist ..... in DSIR.
4. His integrity is beyond doubt.
5. No Major/Minor penalties have been imposed during the last ten years.
6. Copies of the last five years ACRs (with each page attested by an officer not below the rank of Under Secretary) are enclosed.
7. Clearance of the cadre controlling authority is conveyed.

Date:

Signature:  
Name and Designation:  
Office Address:  
Tel No. & FAX No.  
Stamp: