

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether the qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/Experience possessed by the officer</b>
<p><b>Deputation (Including short term contract):</b></p> <p>Officer under the Central or State Governments or Union territories or University or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-</p> <p>(a)</p> <p>(i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with <b>two years'</b> service in the grade rendered after appointment thereto on a regular basis in posts in <b>level-7</b> in the pay matrix in the parent cadre or department; or</p> <p>(iii) with <b>six years'</b> service in the grade rendered after appointment thereto on a regular basis in posts in <b>level-6</b> in the pay matrix in the parent cadre or department; <b>and</b></p> <p>(b) Processing the <b>educational qualification</b> and <b>experience</b> as under:</p> <p>(i) <b>Degree from a recognized university;</b> and</p> <p>(ii) <b>two years' experience</b> in Administration, Establishment and Accounts preferably in a supervisory capacity.</p> <p><b>Note 1-</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2-</b> Periods of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinary not to exceed three years.</p> <p><b>Note 3-</b> The maximum age limit for appointment by deputation (including Short term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>	

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6. Please mention the requisite Essential Qualifications and work experience of the post.											
7. Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>											
Office/Institution			Post held on regular basis		From		To		*Pay Band and Grade Pay/Pay Scale of the post held on regular basis		Nature of Duties (in detail highlighting experience required for the post applied for)
*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:											
Office/Institution			Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme			From			To		
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent											
9. 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 the applicant belongs			d) Name of the post and Pay of the post held in substantive capacity in the parent organization		
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.											
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation.											

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10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. <b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn:		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A <b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
16. B <b>Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_