



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**(ANNEXURE-1)**

Application for the post of.....on deputation basis at AIIMS, Deoghar.			
1.	Name and Present Address (in Block letters).	..... ..... .....	Affix here recent passportsize photograph
2.	Father's Name.		
3.	Date of Birth (in Christian era).		
4.	Permanent Address.		
5. (i)	Date of Entry into service.		
(ii)	Date of retirement under Central/ State Government Rules.		
(iii)	Present Pay and date from which present pay is drawn.		
6.	Educational Qualifications.	(i)	
		(ii)	
		(iii)	



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7.	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 as mentioned in the advertisement/ vacancy circular.	Qualifications/ Experience possessed by the officer.
	<b>Essential</b>	<b>Essential</b>
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
	<b>Desirable</b>	<b>Desirable</b>
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
7.1	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
	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.	
8.	Note: Borrowing Departments are to provide their specific comments/ view confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	



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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/ Institution	Post held on regular basis	From	To	Pay band and Grade Pay (Scale of Pay if any pre- revised scale of pay)	Nature of duties (in details) highlighting experience required for the post applied for	
<p>*Important: Pay Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should 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:</p>							
	Office/ Institute			Pay, Pay Band and Grade Pay drawn under ACP/ MACP scheme		From	To
10.	Nature of present employment (i.e Ad-hoc or Temporary or Quasi-Permanent Permanent).						
11.	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.		
11.1	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.						



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12	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.							
13	<p>Additional details about present employment:</p> <p>(Please state whether working under (indicate the name of your employer against the relevant column))</p>							
	(a) Central Government							
	(b) State Government							
	(c) Autonomous Organization							
	(d) Government Undertaking							
	(e) Universities							
	(f) Others							
14	Please state whether you are working in the same Department and in the feeder grade or feeder to feeder grade.							
15	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.							
16	Total emoluments per month now drawn.							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Basic Pay in the PB</td> <td style="width: 30%;">Garde Pay</td> <td style="width: 40%;">Total Emoluments</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>	Basic Pay in the PB	Garde Pay	Total Emoluments				
Basic Pay in the PB	Garde Pay	Total Emoluments						
17	In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the organization showing in following details may be enclosed.							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Basic Pay with Scale of Pay and rate of increment</td> <td style="width: 30%;">Dearness Pay/ Interim relief/ other Allowances etc. (with break up details)</td> <td style="width: 40%;">Total Emoluments</td> </tr> </table>	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowances etc. (with break up details)	Total Emoluments				
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18. A	<p>Additional information, 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) (Note: - Enclose a separate sheet, if the space is insufficient)</p>		
18.B	<p>Achievements:</p> <p>The candidate are requested to indicate information with regard to</p>		
	(i) Research Publication and reports and special projects		
	(ii) Awards/ Scholarships/ Official Appreciation		
	(iii) Affiliation with the professional bodies/ institutions/ societies		
	(iv) Patents registered in own name or achieved for the organization		
	(v) Any research/ innovative measure involving official recognition		
	(vi) Any other information ( Note:- Enclose a separate sheet if the space is insufficient)		
19	Whether belongs to SC/ ST (if yes, please specify and attach supporting documents).		
20	Aadhar No:-		



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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.

Date:-

(Signature of the Candidate)

Address .....

.....

.....

Mobile No.....

Email ID.....



**(ANNEXURE-2)**

**CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in the vacancy Circular, if selected, he/ she will be relieved immediately.
2. It is also certified that:
  - (i) The officer is clear from Vigilance angle.
  - (ii) There is no vigilance/Criminal or disciplinary case pending/ contemplated against Shri/ Smt.....
  - (iii) His/ Her integrity is certified.
  - (iv) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last Five years duly attested by an officer of the rank of Under Secretary of the Govt.of India or above are enclosed.
  - (v) No major/ minor penalty has been imposed on him/ her during the last 10 years ora list of major/ minor penalties imposed on him/ her during the last 10 years is Enclosed (as the case may be).

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**



### **GENERAL CONDITIONS AND INFORMATION FOR THE CANDIDATES**

1. The number of posts is tentative and is liable to change based on the Institute's requirements. These posts are advertised as per the approved existing Recruitment Rules. The Institute reserves the right to cancel the vacancy or reject any application at any stage without assigning any reason thereof.
2. Maximum age limit for applying for the aforesaid posts on deputation in 56 years as on last date of receipt of application. Incomplete applications or applications received after the last date are liable to be rejected.
3. The initial period of deputation shall be 3 years.
4. The post carry usual allowance as admissible to central Government Employees of similar status stationed at Deoghar (Jharkhand).
5. The officers, who fulfil the above qualifications/ Eligibility, may submit their application through proper channel in prescribed proforma as per Annexure -1 and Annexure-2 attached with this Vacancy Circular/ Advertisement to the Dy. Director (Administration), All India Institute of Medical Sciences, Deoghar, At- Devipur Campus, Ramsagar, Deoghar-814152 (Jharkhand) by Speed post/Registered post only. The last date of receipt of application in AIIMS Deoghar will be 30 days from the date of publication of this advertisement in the employment News. Separate application is required for each post. The detail vacancy circular will be available on the website i.e. [www.aiimsdeoghar.edu.in/](http://www.aiimsdeoghar.edu.in/) [www.pmssy-mohfw.nic.in](http://www.pmssy-mohfw.nic.in).
6. The envelope containing the application(s) should be super-scribed "**Application for the post of.....**" While forwarding the applications, it may be ensured that the particulars of the candidates are verified and they fulfil the eligibility conditions. Duly attested photocopies of their up to date qualification, experience certificates, promotion/upgradation orders and Confidential Reports (at least for the latest 05 years) may be enclosed with the applications. Applicants may send one advance copy of application. However only application through proper channel will be considered. It may also be clearly stated that no vigilance/ disciplinary proceedings are pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered. Candidates are requested to produce all the original supporting documents at the time of Interview.
7. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
8. Mere eligibility will not vest any right on any candidate for being called for Interview. The decision of the institute in all matters will be final. Canvassing in any manner would entail disqualification of the candidature.
9. For the post of Registrar, the candidates who have applied earlier against the advertisement no 09/2023 issued vide no:- AIIMS/Deoghar/Admin./Rect./Deputation- Phase-IX/2023/08 dated 16.03.2023 are not required to reapply however they can update their CV (through proper channel) if desired.