

**BIO-DATA/CURRICULUM VITAE PROFORMA FOR THE POST OF SENIOR
SGTENOGRAPHER FOR RRRLF**

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 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
Essential	Essential
A) Qualification : Twelve passed from a recognized Board/Institution; Shorthand speed of 100 w.p.m and typing speed of 40 w.p.m	
Desirable	Desirable
i. Bachelor's Degree from a recognized University ii. 'O' level certificate course in Computer application from DOEACC recognized institute or equivalent	
5.1 Note: Enclose a separate sheet, if the space is insufficient.	
6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post	

7. 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/Pay Scale of the post held on regular basis	Nature of duties (in detail specially such as are required for the post)

***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.**

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
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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 APARs, Cadre Clearance, Vigilance Clearance, Major/Minor Penalty Certificate 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/her parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
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11. Additional details about present employment:	
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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/Level	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 Organization 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. Additional information, if any, which you would like to mention 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)		
16.1 Note: Enclose a separate sheet, if the space is insufficient		
17. Whether belongs to SC/ ST		
18. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions / societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
19. Email and Phone Number		

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post. The information provided in the **Curriculum Vitae** by me is complete, correct and true to the best of my knowledge and belief and no material fact has been suppressed or withheld or is false.

Date _____

Signature of the Candidate

Name _____

Address _____

Countersigned

(Employer with Seal)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.....
- (ii) His / Her integrity is certified.
- (iii) Photocopies of his / her ACRs / APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major / minor penalty has been imposed on him/ her during the last 10 years or a 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)