

BIO-DATA / CURRICULUM VITAE PROFORMA

(Application for the Post of Additional Director (Mineral Development) and
Deputy Director (Mineral Development) on deputation basis)

1. (i) Name and Address (in Block Letters)						
(ii) Father's/Spouse name						
2. Date of Birth (in Christian era)						
3. i) Date of entry into service						
ii) Date of retirement						
4. Education Qualifications						
5. Post Applied for						
6. Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).						
Sl. no	office/institution	post held on regular basis	from	to	Level (As per 7th CPC) of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
1.						
2.						

7. Please state whether you are working in the same Department.			
8. Total emoluments per month now drawn			
Basic Pay	Pay Level as per 7 th CPC	Total Emoluments	
9. In case the applicant belongs to an Organization which is not following the Central Government Pay – scale, the latest 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	
10. Achievements:			

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.

(Signature of the candidate)

Address.....

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Date.....

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above 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) His/ Her CR Dossier in original is enclosed /photocopies of the ACRs 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. A list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case may be)

Countersigned

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(Employer /Cadre Controlling Authority with seal)