

F. No. AB.14017/28/2014-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi

Dated: 2.7.2015

OFFICE MEMORANDUM

Sub: Revised Bio-data / Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation – issue of instructions – regarding.

The consolidated instructions on the procedure to be followed in cases where appointment is to be made by **transfer on deputation / transfer** basis (*now termed as **deputation / absorption***) issued by this Department vide OM No. AB-14017/71/89 – Estt. (RR) dated 03.10.1989. In terms of para 4.8 of the instruction, while calling for application for appointment on deputation/absorption basis, Ministries/Departments are required to call for Bio-data / Curriculum Vitae (CV) of the candidates in the proforma at Annexure A of the OM dated 3.10.1989.

2. The revised Bio-data / Curriculum Vitae (CV) proforma was issued by this Department vide OM. No. AB-14017/10/2000 – Estt. (RR) dated 29.08.2005. The proforma has been reviewed by UPSC, keeping in view the changes which took place due to implementation of 6th Pay Commission recommendations and with the objective to reflect the complete profile of the candidate. The **revised proforma** suggested by the Commission is at **Annexure-I**.

3. The **modified Bio-data/Curriculum Vitae (CV) proforma** is enclosed with the request that this modified proforma may be utilized while calling for applications for appointment on **deputation/absorption** basis. The administrative Ministries/Departments are also advised to pay attention towards the **points** indicated in **Annexure-II** at the time of **inviting application** and preparation of the deputation proposal before sending the same for the consideration of the Commission.

4. It is requested that these instruction may be circulated to all the subordinate formations of the Ministries / Departments.

5. Hindi version will follow.

Sd/-
(Sukhdeo Sah)
Under Secretary (RR-II)

*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretarial, New Delhi.
- (3) The Vice-President Secretariat, New Delhi.
- (4) The Prime Minister's Office, New Delhi.
- (5) The Cabinet Secretariat, New Delhi.
- (6) The Comptroller and Auditor General of India, New Delhi.
- (7) The Secretary, Union Public Service Commission, New Delhi.

Copy to:-

- (1)** Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2)** All the attached offices under the Ministries of Personnel, Public Grievances & Pension.
- (3)** Establishment Officer and AS.
- (4)** Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
- (5)** All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
- (6)** NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.

Sd/-

(Sukhdeo Sah)

Under Secretary to the Government of India

BIO-DATA/CURRICULUM VITAE PROFORMA

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)	
Qualification/ Experience required as mentioned in the advertisement / Vacancy Circular	Qualifications/ Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the Recruitment Rules by the Administrative Ministry/Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News .	
5.2 In the case of Degree and Post Graduate Qualifications, Elective/ main subjects and subsidiary subjects may be indicated by the candidate .	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institute	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/Institute	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 present 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/ organization**.

<p>10. If any post held on Deputation in the past by the applicant, Date of Return from the last deputation and other details</p>							
<p>11. Additional details about present employment: Please state whether working under (<i>indicate the name of your employer against the relevant column</i>)</p> <p style="margin-left: 20px;"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others </p>							
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>							
<p>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.</p>							
<p>14. Total emoluments per month now drawn:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:33%; text-align:center;">Basic Pay in the PB</th> <th style="width:33%; text-align:center;">Grade Pay</th> <th style="width:33%; text-align:center;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basic Pay in the PB	Grade Pay	Total Emoluments			
Basic Pay in the PB	Grade Pay	Total Emoluments					
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, latest salary slip issued by the Organization showing the following details may be enclosed.</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:33%; text-align:center;">Basic Pay with Scale of Pay and rate of increment</th> <th style="width:40%; text-align:center;">Dearness Pay/interim relief/other Allowances etc., (with break-up details)</th> <th style="width:27%; text-align:center;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments					
<p>16.A 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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>							

<p>16.B Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none">(i) Research publications and reports and special projects(ii) Awards/Scholarships/ Official Appreciation(iii) Affiliation with the professional bodies/ Institutions/ societies(iv) Parents registered in own name or achieved for the organization(v) Any research/innovative measure involving official recognition; and(vi) Any other information. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (including STC)/ Absorption (i.e. Absorption on Transfer)/ Re-employment basis#. (Officer under Central/State Government Organizations are eligible only for “Absorption”. Candidates of non-Government Organizations are eligible only for Short-Term Contract.)</p>	
<p># (The option of ‘STC’/‘Absorption’/‘Re-employment’ are available, only if the Vacancy Circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”)</p>	
<p>18. Whether belongs to SC/ST</p>	

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 _____

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 five years** duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are **enclosed.** (as the case may be)
- 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)

Points to be noted by the Borrowing/Parent Department/ Office to be highlighted in Vacancy circular for compliance by the Ministries/ Departments.

1. **Vigilance Clearance** will **not** normally be granted for a period of **3 years** after the currency of punishment, if a **minor penalty** has been imposed on an officer. In case of imposition of a **major penalty**, Vigilance Clearance will **not** normally be granted for a period of **5 years** after the currency of punishment in terms of **DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007**.
2. While forwarding applications in respect of officers who are about to complete their '**cooling-off**' period shortly, the instructions of DOP&T as contained in **O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013** may be strictly adhered to.
3. A copy of the **Application format** may be provided by the Borrowing Department on their **website** in a **downloadable form** as **Word Document** along with the advertisement.
4. In case of a **vacancy already existing** at the time of issue of communication inviting nominations/ publication in the Employment News, the **eligibility** may be determined with reference to the **last date** prescribed for **receipt of nominations** in the concerned administrative Ministry/Department. In case of an **anticipated vacancy**, the **crucial date** for determining **eligibility** should be the **date** on which the **vacancy is expected to arise**.
5. It shall be prominently mentioned in the **Vacancy Circular/ Advertisement** that the **Applications/CV not accompanied by supporting certificates/ documents** in support of Qualifications and Experience claimed by the candidates, would **not be processed** for determining the eligibility of the candidates for the selection.
6. **Crucial date for determining the eligibility of the applicants** will be **counted** after **excluding the first date of publication** of the vacancy/post in the **Employment News**, i.e., for the **vacancy published** in the **Employment News** of **18-24 Jan., 2014**, the **crucial date will be counted from the 19th June, 2014 (excluding the first date of publication)**.
7. To facilitate **determination of eligibility** of the **applicants** working in **Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales**, their **equivalent scales of pay/posts** may be **confirmed** by the Borrowing Department. Where necessary, details in this regard may also be **ascertained from the leading Department**.