

**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 6<sup>th</sup> 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. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualification/ Experience required as mentioned in the advertisement / Vacancy Circular</b>	<b>Qualifications/ Experience possessed by the officer</b>
<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
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the <b>Recruitment Rules</b> by the <b>Administrative Ministry/Department/ Office</b> at the time of issue of Circular and issue of <b>Advertisement</b> in the <b>Employment News</b> .	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications, Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .	
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.	
<b>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.</b>	

**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 <b>ACP/MACP</b> Scheme	From	To

<b>8.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
<b>9.</b> In case the present employment is held on deputation/contract basis, please state-			
<b>a)</b> The date of initial appointment	<b>b)</b> Period of appointment on deputation/contract	<b>c)</b> Name of the present office/ organization to which the applicant belongs	<b>d)</b> 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><b>10.</b> If any post held on Deputation in the past by the applicant, <b>Date of Return from the last deputation</b> and other details</p>							
<p><b>11. Additional details about present employment:</b> Please state whether working under (<i>indicate the name of your employer against the relevant column</i>)</p> <p style="margin-left: 20px;"> <b>a)</b> Central Government  <b>b)</b> State Government  <b>c)</b> Autonomous Organization  <b>d)</b> Government Undertaking  <b>e)</b> Universities  <b>f)</b> Others         </p>							
<p><b>12.</b> Please state whether you are working in the same Department and are in the <b>feeder grade</b> or <b>feeder to feeder grade</b>.</p>							
<p><b>13.</b> Are you in <b>Revised Scale of Pay</b>? If yes, give the <b>date from which the revision took place</b> and <b>also indicate the pre-revised scale</b>.</p>							
<p><b>14. Total emoluments per month now drawn:</b></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><b>15. In case</b> the applicant belongs to an <b>Organization which is not following the Central Government Pay-scales</b>, latest <b>salary slip</b> issued by the Organization showing the <b>following details</b> 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:33%; text-align:center;">Dearness Pay/interim relief/other Allowances etc., (with break-up details)</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 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><b>16.A 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 <b>information</b> with regard to <b>(i) additional academic qualifications, (ii) professional training</b> and <b>(iii) work experience, over and above prescribed in the Vacancy Circular/ Advertisement</b> )</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>							

<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects</li><li>(ii) Awards/Scholarships/ Official Appreciation</li><li>(iii) Affiliation with the professional bodies/ Institutions/ societies</li><li>(iv) Parents registered in own name or achieved for the organization</li><li>(v) Any research/innovative measure involving official recognition; and</li><li>(vi) Any other information.</li></ul> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for <b>deputation</b> (including <b>STC</b>)/ <b>Absorption</b> (i.e. Absorption on Transfer)/ <b>Re-employment</b> basis#. (Officer under <b>Central/State Government Organizations</b> are eligible only for “<b>Absorption</b>”. Candidates of non-Government Organizations are eligible only for <b>Short-Term Contract</b>.)</p>	
<p># (The <b>option</b> of ‘<b>STC</b>’/‘<b>Absorption</b>’/‘<b>Re-employment</b>’ are <b>available, only if</b> the <b>Vacancy Circular specially mentioned recruitment</b> by “<b>STC</b>” or “<b>Absorption</b>” or “<b>Re-employment</b>”)</p>	
<p><b>18.</b> 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 19<sup>th</sup> 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**.