

**Format of application for the
post of Secretary, NCSM on deputation basis**

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era and contact details viz. E-mail, Mobile number etc.)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	

5. 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 details) highlighting experience required for the post applied for
6. 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 the substantive capacity in the parent organization	

Contd ... (2)

... (2)...

<p>6.1 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.</p>		
<p>7. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 		
<p>8. 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>9.. Total emoluments per month now drawn</p>		
<p>Basis Pay in the Pay Matrix</p>	<p>Level</p>	<p>Total Emoluments</p>
<p>10. 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.</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief/other Allowances etc., (with break up details)</p>	<p>Total Emoluments</p>

Contd ... (3)

11. 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 regards 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)	
12. Whether belongs to SC/ST	

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) Photocopies of the APARs for the last 5 years duly attested by the Head of Department/Head of Office are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years

Countersigned

(Employer/Cadre Controller Authority with Seal)