

**Annexure- I**  
**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (OFFICIAL LANGUAGE) IN**  
**DGCIS, KOLKATA**

**BIO- DATA/ CURRICULUM VITAE PROFORMA**

1. Name (In Block Letters)	
2. Address (In Block Letters)	
3. Date of Birth (in Christian era)	
4. Date of entry into service	
5. Date of retirement under Central/ State Government Rules	
6. Educational Qualifications	
7. Whether Educational and other qualifications required for the post are satisfied by the applicant Official. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
8. Qualifications/ Experience possessed by the Official	<b>Essential</b>
	A) Qualification
	B) Experience
	<b>Desirable</b>
	C) Qualification
8.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RR for the same post hosted by this office on its website <b>dgciskol.gov.in</b> at the time of issue of this Circular.	
8.2 In the case of Degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the Candidate.	
9. Whether in the light of entries made by the applicant Official above, the Borrowing Office confirms the possession of Essential &	

Desirable Qualifications/ Work Experience by the Official. <b>Specific Comments/ Views are to be provided by the Borrowing Office.</b>	
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10. 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	
Level in the Pay Matrix, 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.			

\* Pay Band and Grade Pay granted under ACP/ MACP are personal to the Official and therefore, should not be mentioned. Only Level of Pay Matrix, 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/ Institution	Level in the Pay Matrix, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

11. Nature of Present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
12. 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.

<p>12.1 <b>Note:</b> In case of Officials already on Deputation, the application of such officials should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>12.2 <b>Note:</b> Information under Column 12 (c) &amp; (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>		
<p>13. If any post had been held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>14. Additional details about employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a. Central Government  b. State Government  c. Autonomous Organisation  d. Government Undertaking  e. Universities  f. Others</p>		
<p>15. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>16. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>		
<p>17. Total emolument per month now drawn</p>		
Basic Pay in the Pay Band/ Level and Cell no. in the Pay Matrix	Grade Pay (if applicable)	Total Emoluments
<p>18. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)	Total Emoluments
<p>19A. <b>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 be provided information with</p>		

<p>regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above what is prescribed in the Vacancy Circular / Advertisement.</p> <p>(Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>19B. Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/ Scholarships/ Official Appreciation</p> <p>iii) Any other information.</p>	
<p>20. Please state whether you are applying for deputation or Short Term Contract (Officials under Central/ State Governments are only eligible for “Deputation”. Candidates of non-Government Organizations’ are eligible only for Short Term Contract.</p>	
<p>21. Whether belongs to SC/ST/OBC</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 competent authority 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 \_\_\_\_\_

## **Annexure-II**

### **Certification by the Employer/ Cadre Controlling Authority**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the Vacancy Circular/ Advertisement. 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. / Kumari. \_\_\_\_\_
  - ii. His/ Her integrity is certified.
  - iii. His/ Her CR Dossier in original are enclosed/ photocopies of the ACRs for the last 5 years duly attested by an Official 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)