**BIO-DATA/CURRICULUM VITAE**

**Post Applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| 1. Name and Address

(in block Letters) |  |
| 1. Date of Birth (in Christian era)
 |  |
| 1. (i) Date of entry into service
 |  |
| (ii) Date of retirement under Central/State Government Rules |  |
| 1. Educational Qualifications
 |  |
| 1. 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)
 |  |
| Qualifications/Experience required as mentioned in the advertisement/vacancy circular | Qualifications/Experience possessed by the officer |
| **Essential** | **Essential** |
| 1. Qualification:
 | A) Qualification |
|  B) Experience  | 1. Experience
 |
| **Desirable** | **Desirable** |
|  A) Qualification |  A) Qualification |
|  B) Experience |  B) Experience |
| 5. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate. |
| 1. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.
 |  |
| 6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as mentioned in the Bio-data) with reference to the post applied. |  |

1. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is in-sufficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Office/Institution | Post held on regular basis | From  | To  | \*Pay Band and Grade Pay/Pay scale/Level of the post held on regular basis | Nature of duties (in details) 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/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|  |  |  |  |
| 1. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent.
 |  |
| 1. In case the present employment is held on deputation / contract basis, please state.
 |  |
| 1. The date of initial appointment
 | 1. Period of appointment on deputation / contract
 | 1. Name of the parent office/organization to which the applicant belongs.
 | 1. Name of the post and pay of the post held in substantive capacity in the parent organization
 |
|  |  |  |  |
| * 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.
	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
 |

|  |  |
| --- | --- |
| 1. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.
 |  |
| 1. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)1. Central Government
2. State Government
3. Autonomous Organization
4. Government Undertaking
5. Universities
6. others
 |  |
| 1. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
 |  |
| 1. Are you in revised Scale of Pay? If yes, give the date from which the revision took place also indicate the pre-revised scale
 |  |
| 1. Total emoluments per month now drawn
 |
| Basic Pay in the Pay Matrix | Grade Pay/Level | Total Emoluments |
|  |  |  |
| 1. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the salary 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 allowance etc. (with break-up details) |  |
|  |  |  |
| 1. A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other may provide information with regard to:1. Additional academic qualifications
2. Professional training and
3. Work experience over and above prescribed in the vacancy circular / Advertisement)
 |  |
| 1. Please state whether you are applying for deputation / Absorption / Re-employment Basis # (officers under Central / State Governments/ Semi Governments are only eligible for “ Absorption” Candidates of non-Government organizations are eligible only for Short Term Contract)
 |  |
| # (The option of ‘STC’ / ‘Absorption’ / Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” / “Absorption” or “Re-employment” ). |  |
| 1. Whether belongs to SC/ST/OBC
 |  |

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 on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Id\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employer / Cadre Controlling Authority with seal)

**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 possess 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 ACR/APAR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 Years duly attested (on each page) by an officer of the rank Under Secretary of the Govt. of India or above are enclosed.

1. 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 last 10 years is enclosed (as the case may be)

Countersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employer / Cadre Controlling Authority with seal)

**Annexure-I**

**Eligibility Conditions for appointment to the post of Legal Officer**

|  |  |
| --- | --- |
| Nos. Of vacancies  | 01 (One) |
| Method of Recruitment |  Deputation (including short term contract)/ absorption or re-employment. |
| Scale of Pay | Level-13 in the Pay Matrix (Rs.123100-215900). |
| Classification | Equivalent to Group 'A' post in the Central Government. |
| Eligibility | Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies -(a) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the level-12 in the pay matrix (Rs. 78800-209200) or equivalent in the parent cadre or Department; and  (b) **Essential qualifications and experience:** 1. Possessing Bachelor’s degree in Law from a recognized University; and
2. Possessing thirteen years of experience in dealing with matters pertaining to:
3. administration or finance with emphasis on tenders or agreement or cost and accounts; and

 (b) e-governance, networking intellectualproperty rights, cyber laws, e-commerce including experience in the field of academics in the areas of e-governance, networking, intellectual property rights, cyber laws, e-commerce. (c) **Desirable qualifications:** Post Graduate Diploma in Cyber Laws from a recognised University; andNote-1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization or Department of the Central Government shall ordinarily not exceed five years.Note 2: The maximum age-limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.**For ex-servicemen:**The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered and, if selected, such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces, and thereafter they may be continued on re-employment terms. |