**ANNEXURE-II**

**BIO-DATA PROFORMA**

1. Name of the Candidate (in Block Letters):
2. Address in Block Letters including :

Contact number

1. Date of Birth (in Christian era) :
2. Age as on closing date :
3. Date of retirement :
4. Educational Qualifications :

(with copies of certificate and mark-sheets)

1. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Office/Institution/ Organization** | **Post held** | **From** | **To** | **Pay Band & Grade Pay**  **(Pay in Pay Matrix with level if applicable)** | **Nature of duties** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

* ***Complete details of the Pay Structure must be provided including MACP etc.***

1. Nature of present employment i.e. ad-hoc/temporary/permanent:
2. In case the present employment is held on deputation, please state
3. The date of initial appointment :
4. Period of appointment on deputation:
5. Name of the parent organization/office to which you belong
6. Whether SC/ST/OBC/UR :
7. Additional information, if any, which you would like to mentioned in support of your suitability for the post.

Dated:

Signature of candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.(if any)­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure-III**

**Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Certified that the particulars furnished by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

1. There is no vigilance case pending/contemplated against him/her.
2. His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
3. His integrity is beyond doubt.
4. No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out whichever is not applicable)

Dated:

Signature of Head of Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: Name and Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal

**ANNEXURE-IV**

**PROFORMA FOR QUALIFICATIONS, EXPERIENCE FOR THE POST OF EXECUTIVE ENGINEER (CIVIL)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Essential Qualifications** | **Please tick the relevant qualification** | **List of supporting documents enclosed for relevant qualification**  **(Letter of appointment/promotion order etc.)** |
| 1. | Holding analogous post on regular basis in the Ministry/Department |  |  |
| 2. | Assistant Engineer (Civil) in PB-2, Rs 9300-34800 plus Grade Pay Rs. 4600 with seven years regular service in the grade. |  |  |
|  | **EXPERIENCE**  **(If any other relevant to the post)** | **List of supporting documents enclosed for relevant experience** | |
| 3. |  |  | |