

<b>Method of recruitment, Field of selection, qualifications and experience</b>	in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent. ii.) Five years', experience in a managerial technical position in a technical or research organization or industrial concern engaged in the field of organic chemicals and organic chemical industry. [Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of the applications).
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## Annexure- III

## BIO-DATA/ CURRICULUM VITAE PROFORMA

Post applied for:

1.	<b>Name and Address (in Block Letters)</b> Mobile No. E-mail ID			Passport size Photo
2.	Date of Birth (in Christian era)			
3.	i) Date of entry into service ii) Date of retirement under Central/ State Government Rules			
4.	<b>Educational Qualifications (add rows if required)</b>			
	Degree/ Diploma/ Certificate	University/ Board	Main Subjects	Month & Year of Passing % Marks/ Division
i)				
ii)				
iii)				
iv.)				
5.	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)			
<b>Qualifications/ Experience required as mentioned in the advertisement/vacancy circular</b>		<b>Qualifications/ experience possessed by the officer</b>		
a) Service details as per Annexure I/ II		Pay Level Since date		
<b>Essential</b>		<b>Essential</b>		
b) Master's degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or institute or equivalent.		Degree with main subjects	University	Month & year of passing
c) Total years of experience in a managerial technical position in a technical or research organization or industrial concern engaged in the field of organic chemicals and organic chemical industry.		..... years. (Please furnish details at Sl. No. 7 below)		
6.	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.			
7.	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 Matrix and Pay level of the post held on regular basis Nature of Duties (in detail) highlighting experience required for the post applied for
* Important: Pay Matrix and Pay level 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 Matrix and Pay level drawn under ACP/MACP Scheme	From (date)	To (date)	
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.	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 organisation	

9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith 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/organisation.

10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others (please specify)	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	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.	
14.	Total emoluments per month now drawn	
<b>Basic Pay in the Pay Level</b>		<b>Total Emoluments</b>
15. 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.		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)</b>	<b>Total Emoluments</b>
16.	<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 provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement). <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
16.	<b>Achievements:</b> B The candidates are requested to indicate information with regard to: i) Research publications and reports and special projects; ii) Awards/Scholarships/Official Appreciation; iii) Affiliation with the professional bodies/institutions/societies; and iv) Patents registered in own name or achieved official recognition; v) Any research/innovative measure involving official recognition; vi) Any other information. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
17.	Please state whether you are applying for deputation (ISTC)	
18.	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.

Date \_\_\_\_\_

(Signature of the Candidate)

Address \_\_\_\_\_

## CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

No. \_\_\_\_\_

DATE : \_\_\_\_\_

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 advt. If selected, he/she will be relieved immediately.

2. Also certified that:

- There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. ....
- His/her integrity is certified.
- His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- 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)