

5. The officer inducted/selected to these posts will be on deputation for a period as specified in the induction order. This period can be curtailed or extended if exigencies of service so require. Deputation will be governed by the terms of deputation as laid down in the DoPT OM No. 6/08/09(Estt) (Pay-II) dated 17.6.2010, as amended from time to time.

(R. K. Jha)  
Joint Deputy Director  
Annexure-A

### BIO-DATA PRO-FORMA FOR DEPUTATION

1. Name & address (in block letters) : .....
2. Father's name : .....
3. Place of birth : .....
4. Home state : .....
5. Date of birth (in Christian era) : .....
6. Post applied for : .....
7. Date of joining Govt. Service and name of the parent department/Ministry/ PSU/Autonomous body etc.
8. Date of retirement in parent department:
9. Educational qualifications including extra professional qualification
10. Details of employment, in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Inst./ Organization	Post held	From	To	*Pay level & Pay in Pay Matrix as per 7th CPC	Nature of duties

\*[Pay Level and Pay in Pay Matrix of the post being held on regular basis]

11. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent/ contract :
12. In case the present employment is held on deputation/short term contract basis, please indicate: -
  - (a) the date of initial appointment :
  - (b) period of appointment on deputation/ short term Contract :
  - (c) name of the parent office/organization to which you belong :

13. If earlier worked on deputation, whether : **Yes/No**  
cooling off period of 3 years since  
last deputation completed, as per rules  
**(if yes, please also indicate the date of repatriation)**
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
15. Experience in the field area of operation (no. of years) :
16. Whether belongs to SC/ST/OBC :

Signature of candidate

Name : .....

Address : .....

Mobile/ Phone No. : .....

Email Address : .....

Date : .....

(To be filled by the Department)

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

**Also certified that :**

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete CR dossier/APARs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (iii) His Integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

**[Strike out which is not applicable]**

Dated : .....

Place : .....

Signature : .....

Name & Designation of  
the employer  
(not below the rank  
of Under Secretary  
in the Govt. of India).  
[with Seal]