

**BIO – DATA – PROFORMA**

| <b>Application for the post of Senior Administrative Officer at<br/>All India Institute of Medical Sciences, Jodhpur</b>                             |  |                                  |   |   |
|--|--|----------------------------------|---|---|
| 1.   | Name and address in BLOCK letters  | .....<br>.....<br>.....<br>..... |   | Please attached<br>Recent<br>Passport Size<br>Photo                                     |
| 2.   | Date of Birth (in Christian era)   |                                  |   |   |
| 3.   | Date of retirement under Central/State Government Rules  |                                  |   |   |
| 4.   | Educational Qualification  | i)                               |   |   |
|  |  | ii)                              |   |   |
|  |  | iii)                             |   |   |
|  |  | iv)                              |   |   |
| 5.   | Whether educational and other qualifications required for the post are satisfied.  |                                  |   |   |
| 6.   | If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.  |                                  |   |   |
| 7.   | <b>Qualifications/ Experience required</b>   |                                  | <b>Qualifications/ Experience possessed by the Officer</b>        |   |
|  | <b><u>Essential Eligibility Criteria:-</u></b><br>Officers under the Central/State Governments/U.T. Administrations or the Central Statutory/Autonomous Bodies holding analogous posts on regular basis or with at least 5/8 years of regular service in a post in the Pay Band3 of Rs.15600-39100 + Grade Pay of Rs.5400/Pay Band-2 of Rs.9300-34800 + Grade Pay of Rs.4600 respectively or equivalent and having a Degree and experience in administration and establishment matters and also preferably in accounts matters. Officers having MBA or Post Graduate Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years) |                                  |   |   |
| 8.   | Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. (Yes/No)  |                                  |   |   |
| 9. Details of employment in chronological order (Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient). |  |                                  |   |   |
| Office/Institution /Organization   | Post held on regular basis   |                                  | *Pay-band and Grade pay (Scale of Pay post held on regular basis) | Nature of duties (in Details) highlighting experience required for the post applier for |
|  | From   | To                               |   |   |
|  |  |                                  |   |   |
|  |  |                                  |   |   |
|  |  |                                  |   |   |
|  |  |                                  |   |   |
|  |  |                                  |   |   |

|     |   |  |
|-----|---|--|
| 10. | Nature of present employment (i.e.ad-hoc <b>or</b> temporary <b>or</b> quasi-permanent <b>or</b> permanent) |  |
|-----|---|--|

|  |  |   |  |   |
|--|--|---|--|---|
| 11.  | In case the present employment is held on deputation/contract basis, Please state :  |   |  |   |
|  | <b>(a) The date of appointment</b>   | <b>(b) Period of appointment of deputation/contract</b> | <b>(c) Name of the parent office/ organization to which you belong</b> | <b>(d) Name of the post and Pay of the Post held in substantive capacity in the parent organisation</b> |
|  |  |   |  |   |
| 12.  | <b>Please state whether working under:</b><br>(A) Central Government<br>(B) State Government<br>(C) Autonomous Organization<br>(D) Government undertaking<br>(E) University<br>(F) Other         |   |  |   |
| 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.  | Additional information, if any, which you would like to mention in support of your suitability for the post ( <b>Enclose separate sheets, duly authenticated, if the space is insufficient</b> ) |   |  |   |
| 15.  | Whether belongs to SC/ST (if yes, please specify)  |   |  |   |
| 16.  | Contact Nos.   | 1) Office   |  |   |
|  |  | 2) Residence  |  |   |
|  |  | 3) Mobile   |  |   |
|  |  | 4) E-mail address                                       |  |   |
| <i>Signature of the Candidate</i><br>Candidate's Address: _____  |  |   |  |   |
| Date: _____  |  |   |  |   |
| <b><u>Certification by the Employer / Cadre Controlling Authority</u></b>  |  |   |  |   |
| I. It is certified that there is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____<br>II. His/ Her integrity is certified.<br>III. 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.<br>IV. No major/minor penalty has been imposed on him/her during the last 10 years. |  |   |  |   |
| Countersigned:   |  |   |  |   |
| _____<br>[Employer/Cadre Controlling Authority with Seal]  |  |   |  |   |
| Date: _____  |  |   |  |   |