



# All India Institute of Medical Sciences

Saket Nagar, Bhopal - 462 020 Madhya Pradesh India

Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

AIIMS/Bhopal/DDA/2017/2369

Date: 04.07.2017

## CIRCULAR

It is proposed to fill up various Group 'A' Non-faculty posts (Advertisement copy enclosed) on deputation basis in All India Institute of Medical Sciences (AIIMS) Bhopal, an Institute of National Importance under Ministry of Health & Family Welfare, Government of India on deputation basis from amongst officers from Central Government/State Government/ Autonomous bodies.

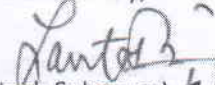
The Pay and allowances and other terms of deputation of the officers/officials selected for the said posts will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

It is requested that this circular may be given wide publicity amongst the officials who are working in your department/office and names of suitable, eligible and willing officials, who can be deputed together with their application form in the proforma enclosed along with forwarding letter of cadre controlling authority and attested copies of CR dossiers for the last five years may be sent to the undersigned at the earliest so that it reaches this office **on or before 17.07.2017** through **speed post/ registered post**.

While forwarding the applications, certificate to the effect that the officials are clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be annexed.

The department while forwarding applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their names later on.

Yours faithfully,

  
(Santosh Sohgaure) 4/7/17

Deputy Director (Administration)

**Encl:** Detailed vacancy notification along with application form

To:

1. All concerned Central Government Offices/State/Autonomous Bodies
2. Department of Personnel & Training, Govt. of India
3. Ministry of Health & Family Welfare, Govt. of India
4. All Deans/MS/FA, AIIMS Bhopal
5. Senior Administrative Officer/Administrative Officer, AIIMS Bhopal
6. PA to Director, AIIMS Bhopal – for kind information
7. Notice Board

**SANTOSH SOHGAURA**

Deputy Director (Admin.)

All India Institute of Medical Sciences

Saket Nagar, Bhopal (M.P.)



**अखिल भारतीय आयुर्विज्ञान संस्थान भोपाल**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL**  
 (An Autonomous Institute under Ministry of Health & Family Welfare, Government of India)  
 Saket Nagar, Bhopal (M.P)-462020, [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**AIIMS/Bhopal /Rectt. Cell/2017/05**

**Date: 07/06/2017**

Applications are invited in the prescribed Proforma from eligible candidates for filling up following Non Faculty Posts on DEPUTATION BASIS at All India Institute of Medical Sciences, (AIIMS) Bhopal. The essential qualification, experience etc. required for applying for these posts are as under:-

Sl. No.	Name of Post	Group	Pay Band/Grade Pay (Pre-Revised)	No. of Posts
1.	Chief Librarian	A	Rs. 37400-67000 + GP 8700/-	1
2.	Registrar	A	Rs. 15600-39100 + GP 7600/-	1
3.	Chief Nursing Officer	A	Rs. 15600-39100 + GP 7600/-	1
4.	Senior Analyst (System Analyst)	A	Rs.15600-39100 + GP 7600/-	1
5.	Senior Programmer (Analyst)	A	Rs.15600-39100+ GP 6600/-	1
6.	Finance & Chief Accounts Officer	A	Rs.15600-39100+ GP 6600/-	1
7.	Nursing Superintendent	A	Rs.15600-39100+ GP 6600/-	1
8.	Assistant Controller of Examinations	A	Rs.15600-39100+ GP 6600/-	1
9.	Senior Procurement - cum - Stores Officer	A	Rs.15600-39100+ GP 6600/-	1
10.	Librarian Selection Grade (Senior Librarian)	A	Rs.15600-39100+ GP 6600/-	1
11.	CSSD Officer	A	Rs.15600-39100+ GP 6600/-	1
12.	Chief Dietician	A	Rs.15600-39100+ GP 6600/-	1
13.	Chief Medical Social Service Officer	A	Rs.15600-39100+ GP 6600/-	1
14.	Executive Engineer (Civil)	A	Rs.15600-39100+ GP 6600/-	1
15.	Executive Engineer (Electrical)	A	Rs.15600-39100+ GP 6600/-	1
16.	Executive Engineer (AC & R)	A	Rs.15600-39100+ GP 6600/-	1
17.	Hospital Architect	A	Rs.15600-39100+ GP 6600/-	1
18.	Deputy Chief Security Officer	A	Rs.15600-39100+ GP 6600/-	1
19.	Principal Private Secretary	A	Rs.15600-39100+ GP 6600/-	2

20.	Stores Officer	A	Rs.15600-39100+ GP 5400/-	2
21.	Security Officer	A	Rs.15600-39100+ GP 5400/-	1
22.	Accounts Officer	A	Rs. 15600-39100+ GP 5400/-	3
23.	Chief Medical Record Officer	A	Rs. 15600-39100+ GP 5400/-	1
24.	Assistant Nursing Superintendent	A	Rs. 15600-39100+ GP 5400/-	30
25.	Senior Dietician (Assistant Food Manager)	A	Rs. 15600-39100+ GP 5400/-	1
26.	Supervising Medical Social Service Officer	A	Rs. 15600-39100+ GP 5400/-	1

#### **Essential Eligibility Details:**

Sl.No	Name of the Post, Pay-band & Grade Pay and Essential Eligibility criteria
1.	<p><b>Chief Librarian</b>  <b>Pay Band-4</b>  Rs. 37400-67000 + GP 8700/-  <b>Essential:-</b>  Officers under the Central/State/U.T. Governments / Universities / Statutory / Autonomous Bodies or Research and Development Organizations  i) holding analogous posts on regular basis,  or  with at least 5 years of regular service in the grade pay of Rs. 7600/-  or  with at least 5 years of regular service in the grade pay of Rs. 6600/-  and  ii) having educational qualification:  (a) Master's Degree in Science (preferably on Biological Sciences); of a recognized University or equivalent.  (b) Degree or equivalent Diploma in Library Science of a recognized Institution or University  <b>Desirable:-</b>  (a) Master's Degree in Library Science.  (b) Training in Medical Librarianship.</p>
2.	<p><b>Registrar</b>  <b>Pay Band-3</b>  Rs.15600-39100 with Grade Pay of Rs.7600/-  <b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/ Statutory/Autonomous Bodies or Research and Development Organizations having following educational qualification and experience  i) A graduate of a recognized University.  ii) Seven years' experience of administration in a supervisory capacity or as a teacher in a University/teaching institution including conduct or examination and admission and assignment of teaching programmes for under graduate and postgraduate etc.  <b>Desirable:</b>  A postgraduate degree.</p>



3.	<p><b>Chief Nursing Officer</b>  <b>Pay Band-3</b>  Rs.15600-39100 with Grade Pay of Rs.7600/-</p> <p><b>Essential:</b>  Officers of the State/Central Government or Statutory/ Autonomous Bodies:  i) holding analogous posts  or  ii) With 5 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs.6600/-  or  iii) With 10 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 5400/-.</p>
4.	<p><b>Senior Analyst (System Analyst)</b>  <b>Pay Band-3</b>  Rs.15600-39100 with Grade Pay of Rs.7600/-</p> <p><b>Essential:</b>  Officers from Ministries/ Departments of Government of India/State Government/ Union Territories/ Statutory/ Autonomous Bodies, holding analogous posts on regular basis or posts with GP of 6600/- and above with 5 years of regular service in this grade.</p>
5.	<p><b>Senior Programmer (Analyst)</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers from Ministries/ Departments of Government of India/State Government / Union Territories / Statutory/ Autonomous Bodies holding analogous posts on regular basis or with 5 years of regular service in the PB- 3 + GP of 5400/-.</p> <p><b>Having educational qualification mentioned below:</b>  BE/B.Tech/MCA/BSc with Diploma in Computer Application +10 years experience in IT systems/ Networking/ Hardware configuration/ Software Programming in Ministries/ Departments of Government of India/State Government/Union Territories/ Statutory/ Autonomous Bodies.</p>
6.	<p><b>Finance &amp; Chief Account Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations  i) holding analogous posts on regular basis,  or  ii) With 5 years regular service in the relevant field in the grade pay of Rs. 5400/-</p>
7.	<p><b>Nursing Superintendent</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts  or  Deputy/ Assistant Nursing Superintendent with 5 years regular service in the Grade Pay of Rs. 5400/-</p>

8.	<p><b>Assistant Controller of Examinations</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis, <b>or</b> at least 5 years of regular service in the post in the PB-3, with Grade Pay of Rs. 5400/- or higher.</p>
9.	<p><b>Senior Procurement-cum-Stores Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers under the Central/State Govt., U.T. Administrations or of Central Statutory/ Autonomous Bodies holding analogous post or with at least 5 years of regular service in the post with Grade Pay of Rs. 5400/- and have 5 years' experience as a Stores officer on regular basis.</p>
10.	<p><b>Librarian Selection Grade (Senior Librarian)</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations  i) holding analogous posts on regular basis,  or  ii) with at least 5 years regular service in the grade pay of Rs. 5400/- in the relevant field,  or  iii) with at least 6 years regular service in the grade pay of Rs. 4800/- in the relevant field,  or  iv) with at least 7 years regular service in the grade pay of Rs. 4600/- in the relevant field.</p>
11.	<p><b>CSSD Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers of Central/State Govt./ Autonomous/ Statutory Organization holding analogous post on regular basis  or  CSSD Supervisor with five/seven years of regular service in the grade pay of Rs.5400/- or 4600/- respectively.</p>
12.	<p><b>Chief Dietician</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Health Care Organizations holding analogous posts on regular basis,  or  with 5 years of regular service in the post of Senior Dietician (Assistant Food Manager) in the Grade Pay of Rs. 5400/-,  or  with 7 years of regular service in the post of Dietician in the Grade Pay of Rs. 4600/-.</p>

13.	<p><b>Chief Medical Social Service Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Employees of the Central / State / Union Territory Governments / Universities / Statutory / Autonomous Bodies / Public Sector Undertakings / Research &amp; Development Organizations</p> <p><b>(a)</b>  (i) Holding analogous posts on regular basis or  (ii) With 5 years of regular service in the post in Grade Pay of Rs.5400/- and,</p> <p><b>(b)</b> Possessing the following qualifications and experience:  (i) M.A. in Social Work / MSW from a recognized institute / university and not less than 5 years of experience in the field of Medical social welfare with sound knowledge of medical and other government run financial aid schemes.</p>
14.	<p><b>Executive Engineer (Civil)</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i) holding analogous posts on regular basis,  or  ii) Assistant Engineer (Civil) with 5 years regular service in the grade pay of Rs.5400/-  or  iii) Junior Engineer (Civil) with 7 years of regular service in the grade pay of Rs. 4600/-</p>
15.	<p><b>Executive Engineer (Electrical)</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i) holding analogous posts on regular basis,  or  ii) Assistant Engineer (Electric) with 5 years regular service in the grade pay of Rs. 5400/-  or  iii) Junior Engineer (Electric) with 7 years of regular service in the grade pay of Rs. 4600/-.</p>
16.	<p><b>Executive Engineer (AC &amp; R)</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers from Ministries/ Departments of Government of India, CPWD, MES, BRO, DoT, State Government/Union Territories, Engineering Services, and other Engineering Departments of the Central/State /PSU/ Statutory/ Autonomous Bodies working holding analogous post</p> <p>or  in PB-3 GP 5400 with 5 years of regular service in the grade,  or  in PB-2 GP 4600 with 7 years of regular service in the grade.</p>

17.	<p><b>Hospital Architect</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Architects or officers in equivalent grade in CPWD Possessing a Degree in Architecture and having not less than 5 years' experience in the line.</p> <p>In the event of suitable officers not being available from CPWD, similar officers from other Central Government departments or Central Autonomous/ Statutory Bodies or Public Sector Undertakings may be considered.</p>
18.	<p><b>Deputy Chief Security Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  1. Officers of the Police Departments of the Central/State/UT or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with 5 years regular service in a post in PB-3 (15600-39100), GP 5400/- or above, preferably having experience connected with security, handling agitations strikes of employees.</p>
19.	<p><b>Principal Private Secretary</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p><b>Essential:</b>  Officers of Central/State Government or Central/State Statutory/ Autonomous Bodies holding analogous posts or with at least 7 years of regular service in the post with Grade Pay of Rs. 4600/- or higher.</p>
20.	<p><b>Stores Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Autonomous Bodies or Research and Development Organizations</p> <p>i) holding analogous posts on regular basis,  or  ii) with 2 years regular service in the grade pay of Rs. 4800/-  or  iii) with 3 years regular service in the grade pay of Rs. 4600/- and having educational qualifications and experience as under:  (i) Degree from a recognized University/Institution;  (ii) Post-graduate degree/Diploma in Material Management from a recognized University/Institution;  or  (iii) Bachelor's Degree in Material management from a recognized University/ Institution and 3years' experience in store handling (preferably medical stores).</p>
21.	<p><b>Security Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p><b>Essential:</b>  Officers of the Police Departments of the Central/State/UT or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with 2/3 years regular service in a post in PB-2 GP 4800/- / GP 4600/- or above, preferably having experience connected with security, handling agitations strikes of employees.</p>



22.	<p><b>Accounts Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations  i) holding analogous posts on regular basis,  or  ii) With 2/3 years regular service in the grade pay of Rs. 4800/- or 4600/- respectively.</p>
23.	<p><b>Chief Medical Record Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations  (a) holding analogous posts on regular basis  or  (b) With 2/3 years regular service in the grade pay of Rs. 4800/- or 4600/- respectively in the relevant field. –  and  Possessing the following qualifications and experience:  (a) Degree in Medical Record keeping (duration 1year) from a recognised Institute / University,  and  (b) Ability to use computers in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.</p>
24.	<p><b>Assistant Nursing Superintendent</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p><b>Essential:</b>  Officers of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts,  or  Staff Nurse Grade I (Nursing Sisters) with 3 years regular service in the Grade Pay of Rs. 4800/-,  and  Possessing the following educational qualification and experience:  (i) B.Sc. Nursing (4 year course) from a recognized institute/university,  or  B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognized institute/university.  (ii) Should be registered with the Indian Nursing Council/ State Nursing Council</p> <p><b>Experience</b>  Six years experience in 200 bedded healthcare organization after obtaining Degree or equivalent from a recognized University/Institution.</p> <p><b>Desirable:</b>  (i) M.Sc (Nursing) from a recognized institute /university.  (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>



25.	<p><b>Senior Dietician (Assistant Food Manager)</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p><b>Essential:</b>  Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Health Care Organizations holding analogous posts on regular basis,  or  With 3 years of regular service in the post of Dietician in the Grade Pay of Rs. 4600/-.</p>
26.	<p><b>Supervising Social Service Officer</b>  <b>Pay Band – 3</b>  Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p><b>Essential:</b>  Officers of the 200 bedded Hospital of Central State/ U.T. Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings:  (a)  (i) Holding analogous posts on regular basis,  or  (ii) Holding a post in the grade pay of Rs.4600/-with 3 years of regular service in the grade,  or  (iii) Holding a post in the grade pay of Rs.4200/-with 8 years of regular service in the grade,  and  (b) 5 year experience in the relevant field.</p>

**Note:**

- I. The Director, AIIMS Bhopal reserves the right to vary the vacancies or cancel the exercise at any stage of the process without assigning any reason thereof.
- II. Maximum age limit for applying for the aforesaid posts on deputation is **56 years** as on last date of receipt of application, i.e. 30 days from the date of publication of this advertisement in Employment News.
- III. The initial period of deputation shall ordinarily be three years from date of appointment and the same will be regulated as per DoPT guidelines. Pay will be protected as per Government of India rules.
- IV. All the posts carry usual allowance as admissible to Central Government Employees of similar status and other allowances sanctioned at AIIMS Bhopal (M.P.)
- V. AIIMS Bhopal reserves the right to conduct written test to shortlist the candidates for any post as mentioned in the notification.
  - a. The Officers who fulfil the above qualifications/eligibility may submit their application (**copy enclosed**) in the attached proforma **through proper channel** to the below mentioned address on or before 05:00 PM as on last date (30 days from the date of publication of this advertisement in Employment News ) by Speed Post/Registered Post only:

**The Deputy Director (Administration)**  
**All India Institute of Medical Sciences (AIIMS)**  
**Administrative Block, 1<sup>st</sup> Floor of Medical College Building**  
**Saket Nagar, Bhopal-462020 (M.P.)**

- b. The envelope containing the application(s) should be super-scribed as “**Application for the Post of.....on Deputation Basis.**”
- c. Application forms received after last date will not be considered. AIIMS Bhopal will not be responsible for any postal delay.
- VI. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfil the eligibility conditions. Duly attested photocopies by competent authority of the applicant’s up-to-date Confidential Reports (at least for the latest 05 years) may also be enclosed with the application. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and ACRs/APARs Dossiers will not be considered. Supporting documents related to qualification, experience etc. may also be self-attested.
- VII. The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel will be summarily rejected.
- VIII. All disputes will be subject to jurisdictions of High Court at Jabalpur (M.P.)
- IX. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training’s O.M.No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The above orders may be referred, as mentioned below:

**For English Version:-**

[http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6\\_8\\_2009-Estt.Pay-II-B-17062010.pdf](http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6_8_2009-Estt.Pay-II-B-17062010.pdf)

**For Hindi Version:-**

[http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6\\_8\\_2009-Estt%28Pay-II%29%28H%29.pdf](http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6_8_2009-Estt%28Pay-II%29%28H%29.pdf)

- X. Canvassing in any form will lead to disqualification of candidature.
- XI. No TA/DA will be paid to the candidates appearing in interview/written test for the mentioned posts by AIIMS Bhopal.

**Encl:** Application form

**Deputy Director (Admin.)  
AIIMS, Bhopal**

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**अखिल भारतीय आयुर्विज्ञान संस्थान भोपाल**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL**  
 (An Autonomous Institute under Ministry of Health & Family Welfare, Government of India)  
 Saket Nagar, Bhopal (M.P)-462020, [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

**APPLICATION FORM FOR "GROUP A" NON-FACULTY DEPUTATION POSTS**

**Advt. No: - AIIMS/Bhopal /Rectt. Cell/2017/05 dated 07/06/2017**

Application for the post of \_\_\_\_\_

Paste your color passport size photograph <span style="float: right; font-size: 2em;">➔</span>	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; text-align: center; padding: 5px;">           Photograph to be Self Attested by the Candidate         </div>
<b>1. Name and Address (in Block Letters)</b>	
<b>2. Date of Birth (in Christian Era)</b>	
<b>3. (i) Date of entry into service</b>	
<b>(ii) Date of retirement under Central/State Government Rules</b>	
<b>4. Educational Qualifications</b>	
<b>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>	
<b>Qualifications/ Experience required as mentioned in the advertisement / vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
(a) Qualification	(a) Qualification
(b) Experience	(b) Experience
<b>Desirable</b>	<b>Desirable</b>
(a) Qualification	(a) Qualification
(b) Experience	(b) Experience



**5.1 Note:** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.

**5.2** In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.

**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.

**6.1 Note:** Borrowing Departments are to provide their specific comments/ view confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

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

Office/Institution	Post held on regular basis	From	To	Pay Band and grade pay scale of the post held in Regular basis	Nature of duties (In detail) 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 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
<b>8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent</b>			

9. In case the present employment is held on deputation/contract basis, please state			
a) Date of initial appointment	b) Period of appointment on deputation /contract	c) Name of the parent office/ organization to which the applicant	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<b>9.1 Note:</b> 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. <b>9.2 Note:</b> 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 maintain a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<b>11. 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			
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			
Basic Pay in the PB	Grade Pay	Total Emoluments	
<b>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization Showing in following details may be enclosed.</b>			
Basic Pay with Scale of pay and rate of increment	Dearness Pay interim relief /other allowances etc. (with breakup details)	Total Emoluments	

<p><b>16. A 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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16. B Achievements:</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 for the organization (v) Any research/ innovative measure involving official recognition, (vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17.</b> Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption".) Candidates of non-Government Organizations are eligible only for Short Term Contract.</p>	
<p># (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment').</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Selection Committee will also assess the information furnished in the application form duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me 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:**

**Address:**

**(Signature & Name of the Candidate)**



**Certificate 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 possesses 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 CR Dossier in original is enclosed/photocopies of the ACRs/APARs 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.

(iv) No major/minor penalty has been imposed on him/her during the last years or a list of major/minor penalties imposed on him /her during the last 10 years is enclosed. (as the case may be)

**Date :  
Place :**

**Counter signed**

**(Employer/Cadre Controlling Authority with Seal)**