

**CHANDIGARH ADMINISTRATION**  
**(DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH)**  
**GOVERNMENT REHABILITATION INSTITUTE FOR INTELLECTUAL DISABILITIES**  
**(GRIID), SECTOR-31-C, CHANDIGARH**  
 Ph. No.: 0172-2637361, Fax No.:0172-2637369 Website: www.griid.edu.in

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational qualifications (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)		
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)	Qualification / Experience required as mentioned in Advertisement/ Vacancy Circular	Qualification / Experience possessed by officer
	Essential	Desirable
	1. 2. 3.	1. 2. 3.
	1. 2.	1. 2.
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 Band and Grade Pay/ Pay Scale of the post	Nature of Duties (in detail) highlighting experience required for the post applied for.

8. Nature of present employment i.e. Adhoc 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
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment:  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			
15. In case the applicant belongs to an Organization which is not following the Central Government/ Punjab Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	a) Basic Pay with Scale of Pay and Rate of increment b) Dearness Pay/ interim relief/ other Allowances etc., (with break-up details) c) Total Emoluments		
16. a) <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) <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>			
17. 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-			



<p>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>18. Whether belongs to SC/ST</p>	

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.

(Signature of the candidate)

Address: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Counter Signed (Employer with Seal)



**Certification by the Employer/ Cadre Controlling Authority**

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

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt.....
- ii. His/ Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2012-13 to 2016-17) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. \*No major/minor penalty has been imposed on him/her during the last 10 years.
- v. \*A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.\*

Signature:  
Name & Designation:  
Telephone No. :  
Fax No. :  
Office Seal:

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(\*Strike out which is not applicable.)