

Annexure-I

**BIO-DATA/CURRICULUM VITAE PROFORMA
[APPLICATION FOR THE POST OF DEPUTY DIRECTOR (OFFICIAL LANGUAGE)
ON DEPUTATION IN THE SUBORDINATE OFFICES UNDER THE CENTRAL
BOARD OF INDIRECT TAXES & CUSTOMS**

1.	i) 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		
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)		
	Eligibility Condition: Officers of the Central Government: (i) Holding analogous posts on regular basis in the parent cadre/department; or With five years' regular service in the grade rendered after appointment thereto on a regular basis in Level-10 in the Pay Matrix (Rs. 56,100-1,77,500), or equivalent in the parent cadre/ department; and (b) Possessing the following educational qualifications and experience, namely: -		
	Criteria	Qualification/Experience required	Qualification /Experience possessed by the officer
	Essential	(i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or	

		<p>as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level.</p> <p>(ii) Five years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa preferably of technical or scientific literature under Central or State Government or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions; OR</p> <p>Five years' experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or Recognised Research or Educational Institutions.</p>	
	Desirable	Studied one of the Languages other than Hindi included in the Eighth Schedule to the Constitution at Tenth level from a Recognised Board.	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and 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 held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for
*Important: Pay band and Grade pay granted under MACP/ACP 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/ Organization	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To	
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 organization.	
9.1 Note: 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.					
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/ organization.					
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	
	Basic Pay in the PB	Grade Pay
		Total Emoluments
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 the following details may be enclosed.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowancesetc., (with break-up details)
		Total Emoluments
16.A	Additional information, 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) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B	Achievements: 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.	

	(Note: Enclose a separate sheet if the space is insufficient)	
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employmentBasis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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 _____
Mobile No. _____
Email ID _____