

ANNEXURE-I**BIO-DATA / CURRICULUM VITAE PROFORMA**

(For Deputation/Absorption)
(For Ex-Serviceman: Deputation/Re-employment)

Affix recent passport
size colour
photograph duly
signed across the
application form

Reference No: **V(A)/36/02/Rectt./NTRO/2022**Post: **Motor Transport Assistant, Grade 'A'**

1.	Service No. and Rank		
	Name (in CAPITAL letters)		
	Trade		
	Address (in CAPITAL letters) for correspondence		
	Mobile Number:		
	Email ID:		
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into Government service		
	ii) Date of retirement/ discharge		
4.	10 th pass from a recognized board (Yes/ No)		
5.	Educational Qualifications		
6.	Details of valid driving license possessed	License Number	Valid upto
	Heavy Motor Vehicle (HMV)		
	Light Motor Vehicle (LMV)		
7.	Details of Experience	Yes / No	
	i) Heavy Motor Vehicle driving		
	ii) Towing Trailer driving		
	iii) Light Motor Vehicle driving		

	iv) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle)					
8.	Details of Employment, in chronological order.					
	Office/institution	Post held on regular basis	From	To	* Level in the Pay Matrix/Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<p>*Important: Level in the Pay Matrix/ Pay Band and Grade Pay/Pay Scale granted under ACP/MACP are personal to the candidate and therefore, should not be mentioned. Only Level in the Pay Matrix /Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix /Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
	Office/institution	Level in the Pay Matrix / Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To	
9.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent					
10.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others 					

11.	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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement. (iv) Awards/Scholarships/Official Appreciation (Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)	
12.	Please state whether you are applying for Deputation/ Absorption or Deputation/Re-employment.	
13.	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 Bio data/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.

In the event of selection and appointment to the post of Motor Transport Assistant, Grade 'A' in NTRO, I am willing to serve anywhere in India.

(Signature of the candidate)

Date: _____

Address: _____

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ANNEXURE-II

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application (Annexure-I) 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 APAR dossier in original is enclosed/photocopies of the APARs/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.
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years **OR** A list of major/ minor penalties imposed on him/her during the last 10 years (as the case may be) is enclosed.

Countersigned

(Employer/Cadre Controlling Authority with Seal)



Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me No. _____,
(Rank) _____, (Name) _____ is due to complete
the specified term of his engagement with the Armed Forces on the (Date)
_____.

Place/ Unit:

Date:

(Signature of Commanding Officer)

Office Seal

