

**CURRICULUM VITAE PROFORMA**

1. **Advertisement No.** :
2. Post applied for :
3. (i) Full Name and Address :  
(in Block Letters)  
(ii) Mobile No.:  
(iii) E-mail ID (**mandatory**)
4. Date of Birth :  
(in Christian era DD/MM/YYYY)
5. Date of retirement under :  
Central / State Government  
Rules
6. Educational qualifications :
7. 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)

(i)**Essential** (*please see para 7 of advertisement*):

Sl. No.	Qualifications/ Experience Required	Qualifications/ Experience possessed by the officer

(ii) **Desirable** :

8. Please state clearly whether in :  
the light of entries made by  
you above, you meet the  
requirement of the post

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

Sl. No.	Office/Institution	Post held	From	To	Scale of pay/ Pay level in the pay matrix and basic pay	Nature of duties (in detail)

10. Nature of present post held :

Sl. No.	Cadre or Ex-Cadre:	Ad-hoc or Temporary	Permanent:	Duration (date: from & to)

11. In case the present employment is held on deputation /short-term contract basis, please state

(a) The date of initial appointment :

(b) Period of appointment on deputation /short-term contract

(c) Name of the parent office / organization to which you belong

12. Additional details about present Employment

Please state whether working under (indicate the name of your employer against the relevant column)

Central Govt.	State Govt.	Autonomous Organization	Government Undertaking	Universities	Others (specify)

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. Present Pay Level in the pay matrix:

- (i) Pay Level :.....  
(Revised/Pre-revised)
- (ii) Basic Pay :.....
- (iii) Other allowances :.....  
(excluding HRA & CCA)
- (iv) Total Salary :.....  
[(ii) + (iii)]

15. If working in a Public Sector Undertaking:

whether the pay scale held is on Central D.A. pattern or Industrial D.A. pattern.

In case of IDA pattern, equivalent CDA

Pay Level in the pay matrix may be indicated.

16. Total emoluments per month now drawn :

17. Additional information, if any, which you would like to mention in support of your suitability for the post:(Note: Enclose a separate sheet, if the space is insufficient)

Sl. No.	Additional academic Qualifications	Professional training	Work Experience over and above prescribed in the Advertisement

18. Please state whether you are :  
applying for deputation / short-term contract

19. Whether belongs to SC/ST :

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place:

Date :

Signature of the candidate

**CERTIFICATE**

**(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)**

- (i) Certified that the particulars furnished have been verified and found to be correct. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- (ii) The application of Sh. / Smt. / Ms.....is recommended. In case of his/ her selection, the Department / organization will relieve him/ her.
- (iii) Copies of ACRs / APARs for the last five years are also enclosed.

**Signature of the Head of the Organization / Office with Office Seal**

Place :

Date :