

**CURRICULUM VITAE PROFORMA**

1. Name and Address (IN BLOCK LETTERS) (Photo)
2. Date of Birth (In Christian Era)
3. Date of retirement under Central/  
State Govt. 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)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential	(i)	
	(ii)	
	(iii)	
Desired	(i)	
	(ii)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/ Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e., ad-hoc or temporary 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 you belong
  
10. 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 Organizations
  - (d) Government Undertakings
  - (e) Universities
  - (f) Others
  
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
  
12. 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
  
13. Total emoluments per month now drawn
  
14. Additional information, if any, which you would like to mention 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)
  
15. Whether belongs to SC/ST/OBC
  
16. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship / Official appreciation (iii) Affiliation with the professional bodies / institutions/ societies and (iv) any other information ) (Note: Enclose a separate sheet, if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date:.....

Address.....

Tel. No.....

e-mail :

**Certificate to be furnished by the Employer/Head of the Office/Forwarding authority**

Certified that the particulars furnished by Shri/Smt./Kum. \_\_\_\_\_ are correct and he/she possesses the required educational qualifications and experience mentioned in the advertisement.

**Also certified that:**

- a) There is no vigilance case pending/contemplated against him/her.
- b) Copies of his/her APAR for the last 5 years duly attested (on each page) by an authorised officer are enclosed.
- c) His/her Integrity is beyond doubt.
- d) No major/minor penalty has been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Date:.....

Place.....

Signature.....

Name & Designation.....

With seal.....