

CURRICULUM VITAE PROFORMA (For the post of _____)

1. Name of the Candidate :
(in block Letters)
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)

	Qualification / Experience Required	Qualifications / Experience Possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. Details of Employment including present post held with details in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held	From	To	level in the pay matrix (Indicate & basic pay)	Nature of duties

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/ Organisation
to which you belong:
10. Additional details about present employment:
Please indicate whether working under (indicate the name of your employer against relevant
column)
- (a) Central Govt.
(b) State Govt.
(c) Others
11. Please state whether you are working 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. Please state whether you are applying for
Deputation:
16. Whether belongs to SC / ST:
17. Remarks
(The candidates 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

Date:

Contact Address

Signature of the Candidate

Mobile No.

Email ID

Countersigned

(Employer with Seal)

Certificate to be given by Head of the Office of the Applicant

1. Certified that particulars furnished by Shri / Smt. / Kum. _____ have been verified from his / her record and found correct.
2. No vigilance case is either pending or contemplated against Shri / Smt. / Kum. _____. His / her integrity is certified.
3. No major / minor penalty was imposed on Shri / Smt. / Kum. _____ for the last 10 years as per records in the Ministry / Department.

Signature of head of the Office with seal

Note: Attested copies of Annual Confidential reports for the preceding five years (from 2014-15 to 2018-19) along with Integrity, Vigilance Certificate and details of Major / Minor penalty for the last 10 years should be enclosed.

