

CURRICULUM VITAE**PROFORMA FOR THE POST OF****ON CONTRACT BASIS**

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Educational Qualifications					
4.	(i) 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). (ii) Indicate & enclose the certificate number and year in case of energy auditor/manager certificate.	Qualifications/Experience required	Qualifications/ Experience possessed by the Candidate			
		<u>Essential:</u> (1) (2) (3) <u>Desired:</u> (1) (2)				
5.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
6.	(i) Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. (ii) In “nature of duties” column for the technical posts requiring post qualification experience please indicate specially the area of your experience in Industry/ ECSBC / Building/ ADEETIE /Standards & Labelling (S&L) / Artificial Intelligence AI with focussing on energy/energy efficiency and National Exam Coordinator-NECA). Provide supporting documents.					
	Office/Institution	Post held	From	To	Emoluments/ Remuneration	Nature of duties (in detail)

7.	Nature of present employment	
8.	Total emoluments per month now drawn	
9.	Additional information, if any, which you would like to mentioned 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)	
10.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/ 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)	

Enclosures Attached:- (1) Detailed C.V. (2) Two Passport Size Photographs (3) Self-attested copies of educational Certificates (4) Domain Experience Certificates (5) BEE Auditor / Manager or valid score cards (if applicable).

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 _____

Signature of the candidate _____

Address _____

Mb/Ph. No. _____

Email _____