

PROFORMA FOR APPLICATION**CURRICULAM VITAE**

1	Application for the post	
2	Name & Address of the Applicant (IN BLOCK LETTERS)	
3	Date of Birth (in Christian Era)	
4	Date of Retirement under Central/State Government Rules	
5	Educational Qualification	
6	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the prescribed in the Rules, state the authority for the same.	
	Essential: (1) Officers working on analogous post in Govt./PSUs/ Autonomous Bodies on regular basis. (2) Age shall not be exceeding 56 years as on the closing date of receipt of applications. Desired (1) (2)	
7	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	
8	Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	
9	Nature of present employment i.e., Ad-hoc or temporary or Quasi-permanent or Permanent	
10	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.	
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column.	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13	Are you in the pay structure of 7 th CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14	Total monthly emoluments drawn in present.	
15	Additional Information, if any, which you would like to mention in support of your suitability for the post (this among regards 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).	
16	Achievement in the career which may support your candidature.	
17	Whether belongs to SC/ST/OBC	
18	Remarks (the candidate may indicate information with regard to (i) Research publication and report and special project. (ii) Awards/Scholarship/Officials appreciation. (iii) Affiliation with the professional bodies/ institutions/ Societies and	

	(iv) Any other information (Note: Enclose a separate sheet, if the space is insufficient)	
19	Contact Numbers	

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)

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

Certified that the particulars furnished by are correct and he possesses requisite educational qualification and experience mentioned in the circular.

Also certified that:

- (i) There is no Vigilance and disciplinary case pending/contemplated against him/her.
- (ii) His complete ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him during last 10 years/list of major/minor penalties imposed on him/her during 10 years are enclosed.

(Strike out which is not applicable).

Signature

Name & Designation (With Official stamp)

Date:

Place: