

Format of Curriculum Vitae (CV) (For Empanelment as Special Project Monitor)	
Affix recent photograph	

A. Personal Details				
1.	Name			
2.	Date of Birth (dd/mm/yyyy)			
3.	Correspondence Details			
	Address			
4.	Mobile Number			
5.	Alternate Contact Number			
6.	E-mail Address			
7.	Organisation from which retired			
8.	Post from which retired			
9.	Date of Retirement			
10.	Membership of Professional Bodies			
B. Qualification (Graduation and above)				
Sr.No.	Year of Passing	Degree/Qualification	Institution/ University	Discipline
1.				
2.				
3.				
Other Training, if any				

C. Employment Details of 20 Years Prior to Date of Retirement						
SL	Employer/ Organization	Post/Designation	Duration		Location/place of posting	Brief Description of Duties and Responsibilities
			From	To		
1.						
2.						

3.						
4.						

D. Work Experience After Retirement Date

S.No	Employer/ Organization	Post/Designation	Duration		Location/place	Brief Description of Duties and Responsibilities
			From	To		
1.						
2.						
3.						
4.						

DECLARATION

I hereby declare that :

1. The information furnished above is correct.
2. The undersigned has not been debarred/blacklisted by any Government (Centre/State)/PSU or any other Organization.
3. It is also certified that at the time of superannuation, no disciplinary proceedings and/or vigilance cases and/or criminal cases were pending nor have they been initiated against me after retirement superannuation.

I, the undersigned, certify that to the best of my knowledge and belief, this Bio-Data furnished by me correctly describes my educational qualifications, my experiences and about myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if empanelled as SPM by NHIDCL.

Signature of the Candidate
(Name of the Candidate)
Date:

Guidelines for Furnishing Information in the Format of CV

1. Information should be filled in capital letters.
2. All the testimonials enclosed (documentary proof regarding Age, Qualification, Pension Payment Order (PPO), Medical Fitness Certificate from Chief Medical Officer of Govt. Hospital, last 5 years ACRs/APARs during service and experience) in favour of the statements made in the above CV format shall be self-attested.
3. In item No. B, the details of qualifications for only graduation and above level should be mentioned. The clear mentioning about the discipline and specialization, if any, should be made.
4. Under item No. C, the description of duties and responsibilities of every post/organization/duration for the period 20 years prior to retirement, should be furnished in the given format compulsorily.
5. Under item No. D, candidates who have retired early/sometime back, the description of duties and responsibilities of all the years after retirement till the date of application for engagement as SPM should be furnished.

Note - Interested person who had earlier empanelled by NHIDCL vide dated 23.02.2023 whose validity is expiring on 30.07.2023 also needs to apply afresh.
