

CURRICULUM VITAE PRO FORMAT**POST APPLIED FOR**

1	Name and Address (in block letter)																									
2	Date of Birth (in Christian era)																									
3	Date of retirement under Central/State Government rules																									
4	Education Qualification																									
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)																									
	<table border="1"> <thead> <tr> <th></th> <th>Qualifications/ Experience required</th> <th>Qualifications/ Experience possessed by the officer</th> </tr> </thead> <tbody> <tr> <td>Essential</td> <td></td> <td></td> </tr> <tr> <td>Desired</td> <td></td> <td></td> </tr> </tbody> </table>			Qualifications/ Experience required	Qualifications/ Experience possessed by the officer	Essential			Desired																	
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Desired																										
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, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient																									
	<table border="1"> <thead> <tr> <th>Office/ Institution</th> <th>Post held</th> <th>From</th> <th>To</th> <th>Scale of pay and basic pay</th> <th>Nature of duties (in detail)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Office/ Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (in detail)																		
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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/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 Organization	
	(d) Government Undertaking	
	(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 which 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 (ISTC)/absorption/re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government organizations are eligible only for short term contract)	
16	Whether belongs to SC/ST	

17	<p>Remarks</p> <p>(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Officials Appreciation (iii) Affiliation with the professional bodies/ institution/ societies and (iv) any other information.</p> <p>(Note – Enclose a separate sheet if the space is insufficient)</p>	
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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
Address
Contact No

Date:-

Countersigned

(Employer with Seal)

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

- I. Certified that particulars furnished by Shri/Smt/Km _____ have been verified from his/her record and found correct.
- II. No vigilance case is either pending/contemplated against Shri/Smt/Km _____. His/her integrity is certified.
- III. No major/minor penalty was imposed on Shri/Smt/Km _____ for the last 10 years as per records of the Ministry/Department.

Signature of the Head of Office with Seal

