

## ANNEXURE-I

**PROFORMA FOR APPLICATION****CURRICULUM VITAE**

1.	Application for the post	
2.	Location applied for (if applied for more than one location give preferences)	
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 Qualifications	
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) (2) (3) Desired (1) (2)	Qualification/experience required possessed by the officer
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 chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office / Institution	Post held	From	To	Pay Level & basic pay	nature of duties (in detail)

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/ organisation to which you belong.	
11.	Additional details about present employment: Please state whether working under (indicate the	(a) Central Government (b) State Government (c) Autonomous Organisation (Local

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		(d) Government Undertaking / PSU (e) Universities (f) Others
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 pay structure of 7 <sup>th</sup> 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 other 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)	
16.	Achievements 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 publications 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	(a) Office : (b) Residence: (c) Mobile:

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/she possesses requisite educational qualifications and experience mention in the circular.

Also certified that-

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

(Strike out which is not applicable.)

Signature \_\_\_\_\_  
Name & Designation (with official stamp)

Dated: \_\_\_\_\_

Place : \_\_\_\_\_