

**CURRICULUM VITAE: PROFORMA**

1.	Name and address (In Block Letters)	
2.	Post Applied for (Separate applications are to be sent for different posts)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of superannuation (DD/MM/YYYY)	
5.	Status of your present employer (Pl. specify whether Central Govt./State Govt/Autonomous/Statutory Body/ PSU/others (specify))	
6.	Initial date of appointment in Govt. Service	
7.	Office address with Telephone No. & email	
8.	Residential Address with Personal Contact No.	
9.	Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held	
10.	Educational Qualifications	

11.	Please State clearly whether in the light of entries made by you below, you meet the requisite Essential Educational and other qualifications and work experience required for the post (if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)					
	Qualification/ Experience Required for the Post		Qualifications/Experience possessed by the official			
12	Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post Held	From	To	Scale of Pay and basic pay in old pay band.	Nature of duties performed (In details)
13.	Nature of present employment i.e., ad-hoc or Temporary or Quasi- Permanent or Permanent					

14.	<p>In case of present employment is held on deputation/contract basis, please state;</p> <p>A. The date of initial appointment.</p> <p>B. Period of appointment on deputation/contract</p> <p>C. Name of the parent office/organization to which you belong.</p>	<div></div> <div></div> <div></div>
15.	<p>Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.</p>	<div></div>
16.	<p>Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale.</p>	<div></div>
17	<p>Total emoluments as per month now drawn</p>	<div></div>
18	<p>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 with regard to</p> <p>(i) additional academic qualification</p> <p>(ii) Professional training and</p> <p>(iii) work experience over and above prescribed in the vacancy circular/Advertisement).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	<div></div>

19	Remarks (The candidates may indicate Information with regard to  (i) Research publications and reports and special projects  (ii) Awards/Scholarship/Official Appreciation	
20	Please state briefly how you find yourself best suitable for the posts applied for:	

I have carefully gone through the vacancy circular/advertisement, and I understand 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. It is also certified that the information furnished above is correct and true to the best of my knowledge. In event of my selection, I shall abide by terms and conditions of the services attached to the post.

Date

(Signature of the Applicant)

I have carefully gone through the vacancy circular/ advertisement and I have verified the eligibility of the Applicant to the post for which the application is being forwarded through proper channel. The information/ details provided by the applicant in the Curriculum Vitae are correct and have been verified from his/her service records. The documents annexed with the application have been attested by the appropriate authority(ies). It is also hereby confirmed that in the event of selection for appointment to the post for which this application is being forwarded, the applicant/official shall be relieved of his/her duties in the parent cadre/department immediately.

Date

(Signature of the Competent Authority)  
Designation & Seal