

ANNEXURE A

CURRICULUM VITAE PROFORMA

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. Date of retirement under  
Central/State Government  
Rules
4. Educational Qualifications
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)

Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
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Essential

(1)

(2)

Desired

(3)

(1)

(2)

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

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

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 Govt.

- b) State Govt.
  - c) Autonomous Organisation
  - 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 with 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

- 2 -

applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract.)

- 16. Whether belongs to SC/ST
- 17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

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  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned  
\_\_\_\_\_  
\_\_\_\_\_  
(Employer with Seal)