

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
Essential	(1) (2) (3)	
Desired	(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 duties of (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 our suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii) 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