

**Annexure-II**

**CURRICULUM VITAE PROFORMA**

1. Name and address in block letter :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Govt. rules :
4. Educational 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).

	Qualification/Experience Required	Qualification/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 requirements of the post.
7. Details of Employment, in chronological order, enclosed a separate sheet, duly authenticated by your signature, if the space be is insufficient.

Office	Instt.	Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties.

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

(a) Central Govt.

(b) State Govt.

© 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 also indicate the pre-revised scale.

13. Total emoluments per month now draw.

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

15. Please state whether you are applying for Deputation.

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

**COUNTERSIGNED**

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(Employer with Seal)

**Certified to be given by Head of the Office of the Applicant**

1. Certified that particulars furnished by Shri/Smt/Ku. \_\_\_\_\_ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Ku \_\_\_\_\_ . His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt/Ku. \_\_\_\_\_ for the last 10 years as per records in the Ministry/Deptt.

(Signature of Head of Office with seal)

**Note :-**Annual Confidential Reports in original or their attested copies for the preceding five years (from 200910-10 to 2014-15) along with integrity. Vigilance Certificate and details of Major/Minor plenty for the last 10 years should be enclosed.

