

## CURRICULUM VITAE FORMAT

1. Post applying for

2. Particulars about the applicant

- i. Name
  - ii. National Identity Card No
  - iii. Age
  - iv. Residential Address
  - v. Contact Nos.
  - vi. Email
  - vii. Grade of the service
  - viii. Date of appointment to the service
  - ix. Date of promotion to the present grade of the service
  - x. Designation
  - xi. Date of appointment to the present post
  - xii. Ministry
  - xiii. Department
- (Add any other necessary additional information)

3. Particulars about the service in the present grade

- i. No pay/half pay leave

<b>From</b>	<b>To</b>	<b>Total duration (Years/Months/Days)</b>	<b>Purpose</b>

ii. Efficiency bars

II. Efficiency bar	Due date of completion	Date of completion	No. and date of the letter granting concession/exemption, if any

iii. In case being subjected to a disciplinary action;

Date and no. of the charge sheet	Disciplinary order (If still pending, please indicate)	Effective date of punishment/s, if any (i.e., date of commission of the offence)	Any period of service left out when calculating satisfactory service in terms of Public Service Commission Procedural Rule 186 (ii)

**4. Experience**

**4.1 Past service since date of appointment to the service**

Post	Ministry/Department /institute	Duration		Brief description of nature of responsibilities
		From	To	

**4.2 Experience in the relevant subject (Certified copies of letters of duty assignment must be attached.)**

Post	Ministry/Department /institute	Duration		Brief description of nature of responsibilities
		From	To	

**4.3 Please answer the question in notification calling for application.**

(Max 150 words)

**5. Professional qualifications (Certified copies of the certificates must be attached.)**

**5.1 Postgraduate qualifications**

<b>Postgraduate qualification</b>	<b>Subject</b>	<b>University/institute</b>	<b>Effective date</b>

**5.2 Training**

<b>Training</b>	<b>Institute/Organization</b>	<b>Duration</b>

**5.3 Language competency**

<b>Language</b>	<b>Qualification/Institute/Organization</b>	<b>Effective date</b>

5.4 (If applicable) Research, Innovation and inventions

.....  
.....

I do certify that the above particulars are true and accurate to the best of my knowledge.

\_\_\_\_\_

Signature of the applicant

Certificate of the Head of Department\*

Option I - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant, that, as at present, no disciplinary action has been contemplated against applicant\* and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement.

Option II - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement. I further state that, at present, a preliminary investigation concerning the applicant is in progress/about to be initiated and the nature of allegations against /suspected acts of misconduct of the applicant are as follows.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Strike off the inapplicable statement

Signature of Head of Department