

CURRICULUM VITAE PROFORMA

1	Name and address (in block letters)		:	
2	Date of birth (in Christian era)		:	
3	Date of retirement under Central/State Govt. rules.		:	
4	Educational qualifications.		:	
5	Name of the post applied for.			
6	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				
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.		:	
8	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.			

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

9	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.		:	
10	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.	:	
11	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 Government	:	
	(c)	Autonomous Organizations	:	
	(d)	Government Undertakings	:	
	(e)	Universities	:	
	(f)	Others	:	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		:	
13	Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay scale.		:	
14	Total emoluments per month now drawn		:	
15	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).		:	
16	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption".) Candidates of non-Government Organizations are eligible only for Short Term Contract. For the post of UDC, the post is only for deputation from Central/State Government or UT Administration.		:	
17	Whether belongs to SC/ST.		:	
18	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), if any.		:	

Additional Information

19	Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.	:	
20	Pay scale/Pay Band with Grade Pay of the present post held.	:	
21	If Pay scale/Pay Band with Grade Pay in Sl. No. 19 above is not that of the substantive post held (i.e., that on deputation/short term contract/ACP Scheme upgradation/MACP upgradation), then the substantive pay (with Pay Scale/Pay Band with Grade Pay).	:	

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

Phone No./Mobile No.:

Countersigned (Employer with seal and date)

Strike out whichever is not applicable.

CADRE CLEARANCE CERTIFICATE

In the event of selection of Shri/Smti _____, he/she will be relieved to join the post of _____ in the North Eastern Council Secretariat, Shillong on deputation basis.

Signature :
Designation of :
Competent Authority

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case is pending or contemplated against Shri/Smti _____.

Signature :
Designation of :
Competent Authority

MAJOR/MINOR PENALTIES REPORT

Certified that there is no major or minor penalties imposed on Shri/Smti _____ during last 10 years.

Signature :
Designation of :
Competent Authority

INTEGRITY CERTIFICATE

Service particulars of Shri/Smti _____ have been carefully scrutinized and it is certified that there is no doubt of his/her integrity.

Signature :
Designation of :
Competent Authority