

## 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 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

From	To	Total Duration (Years/Months/Days)	Purpose

II. Efficiency Bars

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

III. In case being subject 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 describe an instance where you used your creativity and innovation in dealing with a case in Development planning. (Max.150 words)

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

5.1 Postgraduate Qualifications

Postgraduate Qualification	Subject	University/Institute	Effective Date

5.2 Training

Training	Institute/Organization	Duration

5.3 Language competency

Language	Qualification/Institute/Organization	Effective Date

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 update 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.

*Option II* – I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the update 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