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

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 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 describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in General administration (Max. 150 words) or;

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.

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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.

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* *Strike off the inapplicable statement*

Signature of Head of Department