**CURRICULUM VITAE FORMAT**

1. Post applying for
2. Particulars about the applicant
3. Name
4. National Identity Card No.
5. Age
6. Residential Address
7. Contact Nos.
8. Email
9. Grade of the service
10. Date of appointment to the service
11. Date of promotion to the present grade of the service
12. Designation
13. Date of appointment to the present post
14. Ministry
15. Department

(*Add any other necessary additional information*)

1. Particulars about the service in the present grade
   1. No pay/half pay leave

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Total duration  (Years/Months/Days) | Purpose |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Efficiency bars

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

* 1. 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) |
|  |  |  |  |
|  |  |  |  |

1. 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 |  |
|  |  |  |  |  |
|  |  |  |  |  |
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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. *For All-Island Services only*(***Insert a question to assess the in-depth knowledge and mastery in the subject gained through experience***.)

*e.g.*

*Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in the subject/fieldrelevant to………………………(Max. 150 words)*

*Please describe an instance where you used your creativity and innovation in dealing with a case while working in the field of/while in charge of the subject/field relevant to………………(Max. 150 words)*

*Please describe improvements you have brought about in…………………while working in the field of/in charge of the subject of…………………{Max 150 words)*

*Please describe the regulatory and/or institutional changes you propose to improve the productivity/effectiveness/efficiency of service delivery in the area of………………..(Max. 150 words)*

*Please describe changes you propose to the present procedure/process for……………….(Max. 150 words)*

*Please describe the present trend in the cases of…………………………………….(Max. 150 words)*

*Is there any recent change in the trend of cases……………..If so, please give the possible reasons for this change in the trend?……………….(Max. 150 words)*

1. 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 |
|  |  |  |
|  |  |  |
|  |  |  |

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 andthe nature of allegations against /suspected acts of misconduct of the applicant are as follows.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

\* *Strike off the inapplicable statement*

Signature of Head of Department