**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
16. 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. i. *Please describe a challenging case that you have successfully dealt with using your knowledge and experience in public procurement (Max. 150 words)*

*ii. Please describe improvements that you have introduced to existing procedures/ methods to enhance optimal utilisation of financial/physical resources of a/an institute/department/ministry while working as an accountant / internal auditor (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 |
|  |  |  |
|  |  |  |
|  |  |  |

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.

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\* *Strike off the inapplicable statement*

Signature of Head of Department