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No.AB.14017/10/2000-Estt. (RR)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel and Training)

New Delhi-110001  
29<sup>th</sup> August, 2005

**OFFICE MEMORANDUM**

Subject:- Procedure to be followed in cases where appointment is to be made by transfer on deputation/transfer basis- Modification of the Curriculum Vitae Proforma submitted by the candidates

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In accordance with para 4.8 of the consolidated instructions on procedure to be followed in case where appointment is to be made by transfer on deputation/transfer basis (now termed as deputation/absorption) issued under this Department's O.M No. AB.14017/71/89-Estt.RR) dated 3.10.89, while calling for application for appointment on transfer on deputation/transfer basis (now deputation/absorption basis), Ministries/Departments are required to call for Curriculum Vitae (CV) of the candidates in the proforma as prescribed at Annexure A in the OM. The UPSC has brought to the notice of this Department that there is wide variation in the manner in which the proforma is filled by the candidates. Most of the candidates give only such details, that meets the requirement of the provisions prescribed in the vacancy circular/advertisement with the result that details such as additional academic qualifications, professional training and work experience over and above the required experience are not incorporated by the candidates in the CV proforma. The Selection Committees take into account these additional factors, as well as details of research papers, reports and special projects to the credit of candidates and the awards, scholarships, appreciation etc. received by the candidates as also their association with professional bodies/institutions etc.

2. The UPSC have, therefore, suggested that the existing CV proforma be improved/revised so that the candidates are made aware

that assessment of CV is also an integral part of the selection process and as such there is the need for the candidates to furnish all relevant information while submitting their bio-data.

3. The Suggestions of the UPSC have been examined in this Department. The CV proforma has been slightly modified to reflect the requirements as above, and is enclosed with the request that this modified proforma may be utilized while calling for applications for appointment on deputation/absorption basis. The Ministries/Departments may also add the following paragraph in the vacancy circular/ advertisement to make the position clear to all the candidates:-

"The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation/absorption basis"

4. It is requested that these instructions may be circulated to all the subordinate formations of the Ministries/Departments.

5. Hindi version will follow.

  
(Alok Saxena)  
Director

To

All Ministries/Departments of Government of India

Copy to:

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi.

9. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
10. Establishment Officer and Secretary, ACC (10 copies).
11. All Officers and Sections in the Department of Personnel necessary action
12. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
13. All Staff Members of National Council (JCM)
14. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
15. Establishment (RR Division) (200 copies)

ANNEXURE A

CURRICULUM VITAE PROFORMA

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. Date of retirement under  
Central/State Government  
Rules
4. Educational Qualifications
5. 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)

Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
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Essential	(1)
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	(2)
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	(3)
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Desired	(1)
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	(2)
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6. Please State clearly whether in  
the light of entries made by  
you above, you meet the  
requirement of the post

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

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Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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- 8 Nature of present employment i.e.  
Ad-hoc or Temporary or Quasi-  
Permanent or Permanent

9. 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

10. 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 Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. 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).
15. 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 Organisations are eligible only for Short Term Contract.)

16 Whether belongs to SC/ST

17. 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)

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_

(Employer with Seal)