

## 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 ( <i>If still pending, please indicate</i> )	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 the subject/field relevant to Financial Solution / Micro, Small and Medium Enterprises (MSME) / Regional Development / Social Empowerment (Max 150 words) or;

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 Financial Solutions / Micro, Small and Medium Enterprises (MSME) / Regional Development / Social Empowerment (Max 150 words) or;

Please describe the regulatory and/or institutional changes you propose to improve the productivity/effectiveness/efficiency of service delivery in the area of Financial Solutions / Micro, Small and Medium Enterprises (MSME) / Regional Development / Social Empowerment (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 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