

**Inter University Accelerator Centre  
New Delhi**

**Annexure – I**

**CURRICULUM VITAE PROFORMA FOR THE POST OF SENIOR ASSISTANT (ON DEPUTATION)**

1. Name (in Block Letters):
2. Postal Address (in Block Letters):
3. E-mail and Mobile No.:
4. Date of Birth (Christian era):
5. Details of Employment:

Photograph

i.	Name of the Parent Department / Organization along with Address	
ii.	Date of joining in Parent Department	
iii.	Date of retirement from the Parent Department	
iv.	Present Post held, along with pay level & present basic pay / pay scale / Pay band & Grade Pay of the post held, as the case may be.	
v.	Office Telephone No. & E-mail ID	
vi.	Date of Entry into present Grade Pay / Level on regular basis	
vii.	Nature of Duties	
viii.	Please state whether working under: -  Central Government /State Government /Autonomous Organization/ Government Undertaking/ Universities/ Others	
ix.	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 prescribed in the Vacancy Circular / Advertisement). Enclose a separate sheet if the space is insufficient	

6. **Education Qualification: -**

1. Education Qualification: -

Degree/Diploma/Certificate	Name of the Board / Institution/University	Year of Passing	% of marks	Subject (s)

2. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by the department, if space below is insufficient

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Matrix of the post held on regular basis and basic therein	Nature of Duties performed

- a. **Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive Pay Band and Grade Pay/Pay Matrix of the post held on regular basis is to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.**

Office/Institution	Pay, Pay Band and Grade Pay or Level in Pay Matrix drawn under ACP/MACP	From	To

3. Whether belongs to SC/ST/OBC/General Category:

4. PwD: - Yes/No

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae Duly supported by the documents in respect of Essential Qualification/work Experience submitted by me will also be assessed by the Selection Committee at the item of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature & Name of the candidate

Post: \_\_\_\_\_

Department \_\_\_\_\_

Address (Office) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address (Resi.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No \_\_\_\_\_

Place: .....

Date .....

Countersigned

.....  
.....

(Employer with Seal)