

FORMAT: APPLICATION CUM CURRICULUM VITAE (CV)

NAME OF THE POST APPLIED:

1. Full Name:
2. Nationality (attach a copy of evidence):
3. Complete Permanent Address (attach a copy of evidence):
4. Current Address:
5. Telephone/ Cell No.:
6. Email Address:
7. Date of Birth:
8. Current Designation (if any):
9. Current Employer's Full Address with contact email and phone number (if any):
10. Educational qualification (attach a copies of evidences):
11. Marital Status:

Paste recent self-attested passport photo

Sr. No.	Examination	Specialization/stream	Year of Passing	Name of School/College	Name of Board/University	Class/Percentage of marks obtained
1.	HSLC/Class-X					
2.	HSLC/Class-XII					
3.	Graduation					
4.	Post-Graduation					

12. Training details relevant to the position applied (attach the copy of evidence):

Sr. No.	Training Field	Period of Training
1.		
2.		
3.		

13. **Language known:**
14. **Computer proficiency:**
15. **Employment Record (starting from the latest):**

<i>Year of experience (Provide certificates)</i>	Total:	_____ Years _____ Months
	Relevant to Post	_____ Years _____ Months

From [Month/Year]: _____ To [Month/Year]: _____		
Employer	:	
Position held	:	

Duties performed	{Describe in brief the work handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post} <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
-------------------------	---

From [Month/Year]: _____ To [Month/Year]: _____	
Employer	:
Position held	:
Duties performed	{Describe in brief the work handled/duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post} <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Add boxes as required

16. Works/ Activities undertaken the best illustrates the experiences in similar position(s) applied for (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project: Year: Employer: Main features of the project: Positions held: Activities performed:	
---	--

Add boxes as required

- 17. References: Mention any two references with their complete address and contact numbers.
- 18. Do you have any corruption or criminal charges pending against you (if yes, furnish Details).
- 19. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for violation of any law (if yes Furnish details).
- 20. Have you ever been discharged or forced to resign from any position (if yes, furnish details)

21. Certification:

I, _____ the _____ undersigned, certify that _____ to _____ the best of my knowledge and belief, this CV correctly describes myself, my _____ qualifications, and my experience. I understand that any willful misstatement described herein _____ may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
 [Signature of Applicant] (Day/Month/Year)

Attach self-attested copies of certificates/testimonials