

FORMAT: APPLICATION CUM CURRICULUMVITAE(CV)

	NAME OF THE POST APPLIED:		
1.	General particulars		
	Name in full	Name	Surname
	Father' name		
	Gender		
	Date of Birth		
	Age		
	Nationality		
	Marital Status		
2.	ADDRESS		
	Applicants Complete Address for correspondence along with Pin-code		
	Contact Phone No.		
	Mobile No.		
	E-mail		
3.	Profession		
4.	<i>Years of experience(Provide certificates)</i>	Total:	_____Years____Months
		Relevant to Post	_____Years____Months

1. EDUCATIONALQUALIFICATIONS:

{Provide essential information as per the desired Qualification for the position applied for}

[Indicate college/university and other specialized education of applicant, giving names of institutions, degrees obtained, and month & year of passing]

S. No	Degree/Course Completed	Month &Year of Passing	University/Board/Institute	Marks/Grades obtained

5. **Trainings:** {Indicate significant trainings relevant to the post applied or}

(i)

(ii)

6. **Membership of Professional Associations (If any):**

(i)

(ii)

7. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

Language	Read	Write	Speak

8 **Employment Record** [Starting with present position, listing reverse order every employment held by applicant since first job, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

Repeat the description in the format below for each job.

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

9. References: Mention any two references with their complete address and contact numbers.
- (a)
- (b)
10. Do you have any corruption or criminal charges pending against you (if yes, furnish Details).
11. 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).
12. Have you ever been discharged or forced to resign from any position (if yes, furnish details)

13. 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.