

FORMAT: APPLICATION CUM CURRICULUMVITAE(CV)

NAME OF THE POST APPLIED:			
1. General particulars			
Name in full	Name	Surname	
Father's 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. Years of experience (Provide certificates)	Total:	_____ Years _____ Months	
	Relevant to Post	_____ Years _____ Months	

1. EDUCATIONAL QUALIFICATIONS:

{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 for}

(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	<p>{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}</p> <p>?</p> <p>?</p> <p>?</p>

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.

[Signature of Applicant]

Date: _____
(Day/Month/Year)

Attach self-attested copies of certificates/testimonials.