

ANNEXURE-B

FORMAT: APPLICATION CUM CURRICULUM VITAE (CV) (APPLICABLE FOR SR.NO 1 & 2)

	NAME OF THE POST APPLIED:		
1.	General particulars		
	Name in full	Name	Surname
	Father's name		
	Gender		
	Date of Birth		
	Age as on 31 st March 2015		
	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. 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, list in 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} <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. **References:** Mention any two references with their complete address and contact numbers.

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

ANNEXURE-C

FORMAT: APPLICATION CUM CURRICULUM VITAE (CV) (APPLICABLE FOR SR.NO-3 TO 8)

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):



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

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

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

12. **Total Experience (in years)**
13. **Language known:**
14. **Computer proficiency:**
15. **Employment Record** (starting from the latest):

From:	To
Employer:	
Position Held:	
Monthly Remuneration (attach copy of latest salary certificate):	
Summary of services provided:	

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:	
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Add boxes as required

Attach self-attested copies of certificates/testimonials.