

**FORMAT FOR SUBMISSION FOR CV**

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

Paste self  
attested Recent  
Passport Photo

| Sl. | Examination              | Year of Passing | Name of School/College | Name Board/ University | Class/ Percentage of marks obtained |
|-----|--------------------------|-----------------|------------------------|------------------------|-------------------------------------|
| 1.  | HSLC/Class-X             |                 |                        |                        |                                     |
| 2.  | HSSLC/Class-XII          |                 |                        |                        |                                     |
| 3.  | Graduation in .....      |                 |                        |                        |                                     |
| 4.  | Post graduation in ..... |                 |                        |                        |                                     |

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

| Sl. | Training Field | Period of Training |
|-----|----------------|--------------------|
| 1.  |                |                    |
| 2.  |                |                    |
| 3.  |                |                    |

13. **Total Experience in relevant field (in years):** ..... (give break up)
14. **Experience (in years) in Government Projects:** .....
15. **Languages known:**
16. **Computer proficiency:**
17. **Employment Record** (Starting from the latest):

|                                                                         |            |
|-------------------------------------------------------------------------|------------|
| <b>From:</b>                                                            | <b>To:</b> |
| <b>Employer:</b>                                                        |            |
| <b>Position Held:</b>                                                   |            |
| <b>Monthly Remuneration</b> (attach copy of latest salary certificate): |            |
| <b>Summary of services provided:</b>                                    |            |

*Add boxes as required*

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

|                                                                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Name of assignment or project:</b><br><b>Year:</b><br><b>Employer:</b><br><b>Main Features of the project:</b><br><b>Positions held:</b><br><b>Activities performed:</b> |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

*Add boxes as required*

**Attach self attested certificates/testimonials.**

**IMPORTANT Note:** Candidates should provide CV (not more than 8 pages) as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.\*\****