

Prescribed Application format for Jobs Seekers

CURRICULUM VITAE (CV) of

Passport
Size Photo

1. Name of the Professional :		
2. Fathers Name :		
3. Mothers Name :		
4. Date of Birth:	DD-MM-YYYY	Nationality:
5. Social Status :	Gender :
6. Aadhar No:	PAN Card No:
7. Education [Indicate college/university and other specialized education of my candidature, giving names of institutions,% of Marks, year and degree obtained]:			

SI No	Board/University	Academic Qualification	Years	% of Marks	Qualification / result

8. Executive Summary :(within 150 words about your motivation and experience)

9. Membership of Professional Associations :(if any)

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

Language	Speaking	Reading	Writing
Odiya			
English			
Hindi			
(Any other)			

11. Other Relevant Training [Indicate significant training since degrees under 5 – education were obtained]:

<i>Training/ Certificate Courses</i>	Organised by	Duration	Year

12. Countries of Work Experience: [List countries where staff has worked in the last ten years]:

13. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, position held]:

Year	Employer	Position held	Your Key Role (maximum three)	Salary Drawn Gross/pa	Reason for leaving

14. Further information

Please use the space below to describe how your experience, skills, knowledge and qualities make you suitable for appointment to this post using the sub headings according to the selection criteria in the person specification provided in this pack. You can list experience and knowledge gained from current and previous employment, voluntary work and any other activities which you consider relevant to this post. Short listing is based only

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on the information you provide and on your ability to meet the selection criteria described in the person specification for this post.

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15. Other Experiences in Review / Evaluation /Monitoring/Reporting of any Research and Social Development Project (If any):
16. Consultant Experience to Local/ National / International Organization (If any):
17. **Publication of Books/ Articles/Abstracts/Research Papers/Newsletters ((If any):**
18. **Full Address for Communication:**

(Ms, Miss, Mrs, Mr,) First Name Surname	
Address	
Pin code	
Mobile	
Telephone – Residence	
Telephone Office (Discretion will be used with work telephone numbers)	
Email address	

19. 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 staff member or authorized representative of the staff]

DD/MM/YYYY

Full name of authorized representative:

References :(any Two one should be your current and most recent employer *with their complete contact information*)

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References will normally only be taken up for the successful candidate and will be considered by the selection panel after the interviews have taken place.

	Referee 1	Referee 2
Name		
Job Title, Organisation		
Address		
Pin code		
Mobile		
Telephone		
Official Email		