****

**RESUME**

**Post Applied for:**

**Functional Area:**

**1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname First Middle

**2. Father’s/Husband’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Date of Birth : \_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_ 4. Gender :**

AFFIX YOUR LATEST

PHOTOGRAPH AND

SIGN ACROSS IT

DD / MM / YY

**5. Marital Status : 6. Nationality :**

**7. Address for Correspondence:**

City :

State (Mandatory) :

Pin Code (Mandatory) :

Tel No. :

E-mail :

Mobile No. (If any) :

**8. EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXAM**  **PASSED**  (Starting  from  School to  Final) | **SPECIALIZATION** | **NAME OF COLLEGE/**  **INSITUTE/UNIVERSITY** | FULL/  PART  TIME | **YEAR** | | **%OF**  **MARK/**  **CGPA** | **DIVISION/**  **CLASS** | **SCOLARSHIPS/**  **DISTINCTION/**  **PRIZES/WON** |
| **From** | **To** |  |  |  |
|  |  |  |  |  |  |  |  |  |

**9.SHORT-TERM COURSES ATTENDED, IF ANY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **From Date** | **To Date** | **Subject** | **Venue** |
|  |  |  |  |  |

**10. TRAINING UNDERGONE (SEMINAR/WORKSHOP/LAB) DETAILS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the**  **program** | **Duration** | **Year** | **Institute/**  **Organization** | **Whether**  **Certificates**  **awarded** | **Name & Date of**  **any paper**  **presented** |
|  |  |  |  |  |  |

**11. EMPLOYMENT DETAILS**

**Please write in chronological order, starting from your first employment & ending with present**

**employment. Attach extra sheet, if required, to give complete information.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER’S NAME &**  **ADDRESS** | **DESIGNATION** | **PERIOD** | | **DURATION** |
| **FROM**  **(DD/MM/YY)** | **TO**  **(DD/MM/YY)** |
|  |  |  | |  |

**12. PRESENT SALARY DETAILS**

Basic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_D.A / Other Allowances(if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HRA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Salary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. Notice period to present employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (no. of days)**

**14.Research and Development work carried out, if any:**

**(Attach a separate sheet)**

**15. List of Publications , if any:**

**(Attach a separate sheet)**

**16. LANGUAGES KNOWN:**

|  |  |  |
| --- | --- | --- |
| **Speak** | **Read** | **Write** |
|  |  |  |

**17. REFERENCES:**

**(i)Name: (ii) Name:**

**Address Address:**

**Occupation: Occupation:**

**Telephone: Telephone:**

**E mail E mail**

**18. DECLARATION**

The information provided in this form is true to the best of my knowledge and belief.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_