

POST APPLIED FOR :

RESUME

I Personal Details

1. Name :
2. Gender :
3. Date of Birth :
4. Father's Name :
5. Marital Status :
6. Permanent Address :
7. Contact Address :
8. Tel No :
Mobile No :
E Mail Id :
9. Post applied for :
10. Last Pay drawn :

Recent
passport
size colour
photo

II Academic / Professional Qualification (Tenth standard onwards):
(a) Tenth standard onwards. (Attach self attested copy of certificates)

Course / Degree and no. of years	Institute/ University / College	Year of passing	Regular / Distance education	% of marks	Subjects specialized	Achievements, if any

(Attach self attested copy of certificates)

III Experience

Organisation / Institute / Office	Post held	Period		No. of years and months	Description of duties	Remarks
		From	To			

(Attach self attested copies of experience certificates in chronological order . Enclose a separate sheet, duly authenticated by your signature, if space is insufficient

IV Other Details : Additional information/ specific professional achievement/ contribution

V Please state why you want to take up this role and are suitable for the post in 100 words.

(Signature of the candidate)

Date :