

Annexure 2 (i): CV Format

RESUME SUBMISSION FORM SRES		Paste a recent photo of self
(Note: Fields Marked with * are Mandatory)		
1. Post Applied for: *		

2. Candidate Details*

Name of Candidate*			
Date of Birth*		Gender* (M/F)	
Father's/ Mother's/ Husband Name		Mobile No.	
Phone No.* (with STD Code)		Category* (Gen/SC/ST/others)	
Email			

3. Address for Correspondence*

House Number/ Street/ Locality	
City/ Town/Village and Post Office	
Pin Code	
District	
State	

4. Permanent Address (if different from above)

5. Education Details*:

Name of Examination Passed	Specialization & Subject	Board/University	Regular/Correspondence Degree	Passing Year	% of marks/ GPA
Matric/ 10th					
Intermediate/ +2					
Graduation					
Post Graduation					
Any other (Pl describe)					

6. Work-experience Details:

Note: Please do not mention experience gained as a volunteer. Start from most recent experience. If you have worked in more than one area/post within the same organization, please enter the details separately.

Name of Organization & Place of Posting	Designation	Mention Key Responsibilities of the job	Full time/Part Time Job	Area of experience	Duration of experience From-To DD/MM/YY	Experience (in months)

7. Training experience:

Subject/ Nature of Training	Name of Institution	No. of Days/ Months	Year of Training

Note: Please mention only relevant Training Experience.

8. References:

Sl. No.	Name	Address	Contact No. and email

Certification:

I, the undersigned certify that to the best of my knowledge & belief the above mentioned details correctly describe my qualification, experience and myself.

Date:

Place:

Signature of Candidate:

Annexure 2 (II): CV Format (ii)

What do you think are the key challenges and capacities for this position? How would your experience and learning help in meeting these challenges.

Date:

Place:

Signature of Candidate: