

**RESUME****I Personal Details**Recent passport  
size colour photo

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 :

(document(s) to be enclosed)

**II Academic / Professional Qualification**

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

(b) Diplomas, if any.

(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

### III Experience

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

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

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 :