|  |  |  |
| --- | --- | --- |
| **Name of post applied for:** | | |
| **1**. | **General particulars** | |
|  | Name in full |  |
|  | Fathers name |  |
|  | Gender |  |
|  | Date of Birth |  |
|  | Age |  |
|  | Nationality |  |
|  | Marital status |  |
| **2**. | **ADDRESS** |  |
|  | Applicants complete Address for correspondence along with Pin code |  |
|  | Permanent Address |  |
|  | **Contact Phone number** |  |
|  | Mobile No. |  |
|  | E mail |  |

1. **EDUCATIONAL QUALIFICATIONS:**

*(Provide essential information for the applied post)* ***(Higher to Lower)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Essential Qualification**  **(Mention**  **Degree / Course / Diploma Completed)** | **Month and Year of passing** | **Name of Institution / college** | **Accreditation of Institution**  (ICAR / Non-ICAR for Agriculture) | **University /board** | **Marks obtained**  **(%age)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**Note: The candidates who are pursuing study are advised not to apply.**

**3.1 Additional qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | **Course** *(Application software)* | **Duration** | **Institute / University** |
| 1 |  |  |  |
| 2 |  |  |  |

1. **Computer Skill:**

**5. Trainings:** *(Indicate significant trainings relevant to the post applied for)*

1.

2.

**6. Languages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English |  |  |  |
| Hindi |  |  |  |

**7. Experience :**

|  |  |
| --- | --- |
| Relevant experience to the post applied for |  |
| Place of work with brief note of the current organization |  |

**Employment Record**

**Repeat the description in the format below for each job.**

|  |  |  |
| --- | --- | --- |
| **From [Month / Year]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To [Month/Year]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Employer** |  | |
| **Position held** |  | |
| **Salary** |  | |
| **Software / Hardware used** | **Software** | **Hardware** |
| **Duties performed** |  | |

**8. Reference:** *mention any two references with their complete address and contact numbers (One from current organization, if employed)*

1.

2.

**9. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualification and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged**.**

**Date: \_\_/\_\_/\_\_\_\_\_ (Signature of applicant)**