

## Annexure 2 (i): CV Format

|                                                                                  |  |                              |
|----------------------------------------------------------------------------------|--|------------------------------|
| <b>RESUME SUBMISSION FORM SRES</b><br>(Note: Fields Marked with * are Mandatory) |  | Paste a recent photo of self |
|                                                                                  |  |                              |
| <b>1. Post Applied for: *</b>                                                    |  |                              |

### 2. Candidate Details\*

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

### 3. Address for Correspondence\*

|                                           |  |
|-------------------------------------------|--|
| <b>House Number/ Street/ Locality</b>     |  |
| <b>City/ Town/Village and Post Office</b> |  |
| <b>Pin Code</b>                           |  |
| <b>District</b>                           |  |
| <b>State</b>                              |  |

### 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:**

**Signature of Candidate:**

**Place:**

**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:**