

Nationality: _____

Marital Status: _____

Date of Birth: _____ (dd/mm/yyyy) Age (as on Last date of Application): ____

Education Qualification:

Qualification	Degree	Name of Institute/University	Passing Year	Obtained Marks	Total Marks	Percentage
Graduation						
Post-Graduation						
Ph. D.						
Professional Degree (if any)						
Other (Specify)						

Total Experience: _____ (Year/s) (Mention starting date to ending date in time period)

1) Job Experience (Start from current/recent job):

1.	Name of Organization	
2.	Designation	
3.	Period From	
4.	Period To	
5.	Work Profile	
6.	Remuneration	

2) Job Experience:

1.	Name of Organization	
2.	Designation	
3.	Period From	
4.	Period To	
5.	Work Profile	
6.	Remuneration	

3) Job Experience:

1.	Name of Organization	
2.	Designation	
3.	Period From	
4.	Period To	
5.	Work Profile	
6.	Remuneration	

(You may add more Columns for job experience as per requirement)

Skills Required:

(Candidate has to tick mark on appropriate level)

Sr. No.	Possessed skills	Excellent	Moderate	Basic	Nil
1	Noting & Drafting on file	English			
		Gujarati			
		Hindi			
2	Preparation of Circular & Guideline				
3	Presentation Experience				
4	Speech Delivery				
5	Team Work				
6	Reading Skill				
7	Organizing Experience of Seminar/Workshop				
8	Experience of working with multiple organization				
9	Knowledge of Internet & IT				
10	Knowledge of MS Office Word/Excel/Power point				
11	Knowledge of Administration				
12	Monitoring of Project ability				
13	Proficiency in Languages	English			
		Gujarati			
		Hindi			
		Other Specify			

Key Expertise (Write in five sentences)

Training/Workshop Detail:

Project & Research Detail:

Reference 1:

Name:

Designation:

Organization Name:

Contact No.:

Email ID:

Reference 2:

Name:

Designation:

Organization Name:

Contact No.:

Email ID:

(Note: If applicant is working at present in any organization one reference should be from the existing employer)

I undersigned, certify that to the best of my knowledge and belief this application correctly describes my-self, my qualification and my experience and all other facts stated are true. If any statement is found to be untrue I shall be liable for Disqualification.

Date: _____

Signature of Candidate _____

Place: _____