

Suggested Format: Curriculum Vitae (CV) for Proposed Post

NAME OF THE POST APPLIED	:			
1. GENERAL PARTICULARS				
NAME in Full	:	Name	Father's name	Surname
Gender	:			
Date of Birth	:			
2. ADDRESS				
Applicants Complete Address for Correspondence along with Pincode				
Contact Phone	:			
Mobile	:			
E-mail	:			
3. PROFESSION				
4. YEARS OF EXPERIENCE <i>(Provide certificates)</i>	:	Total:	_____ Years	___ Months
		Relevant to Post:	_____ Years	___ Months

5. EDUCATIONAL QUALIFICATIONS :

{Provide essential information as per the desired Qualification for the post applied for}

[Indicate college/university and other specialized education of applicant, giving names of institutions, degrees obtained, and month & year of passing]

Sl No	Degree/ Course Completed	Month & Year of Passing	University/ Board/ Institute	Marks / Grades obtained

6. OTHER TRAININGS: {Indicate significant trainings relevant to the post applied for}

(i)

(ii)

(iii)

(iv)

(v)

7. Membership of Professional Associations: (If any)

(i)

(ii)

(iii)

8. Employment Record *[Starting with present position, list in reverse order every employment held by applicant since first job, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

Repeat the format below for each job.

From [Month/Year]: _____ To [Month/Year]: _____	
Employer	: _____
Position held	: _____
Duties performed	{Describe in brief the works handled / duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post} • • • • •

10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

(Given in ToR) justifying adequacy for the Assignment [Starting with latest relevant assignment / project work handled, list in reverse order every assignment handled by applicant since first assignment, giving details for each relevant assignment that best illustrates the capability to handle the tasks (see format here below): name of assignment, period of assignment, client organization, positions held, Main project features, activities performed.]:

Repeat the format below for each assignment /project works.

First provide details regarding experience on World Bank Projects and then for projects funded by other international / national agencies.

Name of the assignment	:	From [Month/Year]: _____ To [Month/Year]: _____
Period of the assignment	:	
Client	:	<i>(Give name of Organization for which assignment conducted and address)</i>
Location of the assignment	:	<i>(Project Area covered)</i>
Position held	:	
Main Project Features	:	
Activities performed	:	{ Describe in brief the activities performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post } <ul style="list-style-type: none"> • • • • •

9. Certification:

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

_____ Date: _____
[Signature of Applicant] *Day/Month/Year*

Name of the Applicant: _____