**Kudumbashree – National Resource Organization (NRO)**

**Selection of Personnel**

**Format for Application**

*(All sections are to be filled in. Incomplete applications will be summarily rejected)*

**Position Applied For: \_\_\_\_\_**

1. **Name:**
2. **Father’s Name**:
3. **Sex**:
4. **Date Of Birth**:
5. **Permanent Address**:
6. **Address For Correspondence (with Pin Code)**:

 **E-Mail:**

 **Mobile No.**:

1. **Educational Qualification**:(*in reverse order – last degree first; provide information up to High School level)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/Diploma Certificate** | **Year** | **College/ Institute** | **Board/University/ Institution** | **Subjects** | **Division/ Marks/ GPA** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Work Experience**: (*in reverse chronological order – latest first*):

| **Sl. No.** | **Name Of Organisation** | **Designation** | **Tenure** | **Responsibility/Assignment** | **Achievements** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Language Proficiency:**(*Indicate level of proficiency in languages as Native/Proficient/ Working)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read**  | **Write** | **Speak** |
|  |  |  |  |
|  |  |  |  |

1. **Computer Proficiency**:
2. **Suitability of the applicant to the position applied**: (*Please write a brief note not exceeding 500 words as to why the applicant considers her/himself suitable for the position applied for. Use separate sheet if required)*
3. **Any other information relevant to position applied for:***that applicant may like to add*
4. **References** *– Give contact details of two persons who can provide reference on the candidate. One referee shall be the reporting officer of the applicant in her/his latest job*

|  |  |  |
| --- | --- | --- |
| **Name and Designation** | **Contact Address (Postal)** |  |
|  |  | Tel. No: E-Mail: |
|  |  | Tel. No: E-Mail: |

**Undertaking by the Applicant**

The information provided above is true, accurate and complete in all respects. As part of the procedure for processing the application, my personal and employment references may be checked. If it is found later that any of the facts has been misrepresented or omitted on this application, I may be summarily discharged from the job. Authenticated copies of certificates and credentials to substantiate claims made in this application will be provided when asked for and originals will be produced for verification.

I understand and agree to the information shown above.

Date: Name:

Place: Signature: