

Affix recent passport size photograph.

1, Development Enclave, (near USI), Rao Tula Ram Marg

New Delhi 110 010

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E-mail: hr.idsa@nic.in

**Curriculum Vitae**

1. **Post applied for** : **Assistant Section Officer**
2. **Name of the applicant** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Father’s Name** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Spouse’s Name**

(In case, married) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Date of Birth (DD/MM/YYYY)**

**& Age as on 01/01/2022** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Age:** \_\_\_\_\_\_\_\_\_\_\_

1. **Nationality**  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Gender**  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Category (SC/ST/OBC/Gen./PH)** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Address for communication** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Permanent Address**  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **E-Mail ID** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Telephone/Mobile No.** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Knowledge of Shorthand** : \_\_\_\_\_\_YES\_\_\_ / \_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Educational Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Exams Passed** | **Board / University** | **Year** | **Division** | **Percentage (%)** | **Subject** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |

**(Please attach self-attested photo copies of the testimonials)**

1. **Details of Professional Qualification, if any** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Total Work Experience : \_\_\_\_\_\_\_\_\_\_\_ (in years)**

**Detail of Work Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of organization with address** | **Post held** | **Salary/** **Pay Scale** | **From** **(dd/mm/yyyy)** | **To****(dd/mm/yyyy)** | **Nature of duties/Department/ Field of experience****(attach experience Certificate)** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

**(Please use extra sheets if required)**

1. **Any other relevant information which you would like to mention in support of your suitability for the post applied for. ……………..…………………………………………**……………………………………………………………...........

**………………………………………………………………………………………………………………………………**

1. **DECLARATION:**
2. **I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be cancelled / terminated.**
3. **I have enclosed the required self-attested copies of the certificate.**

**(Signature of the applicant)**

**Place:**

**Date:**