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| Affix recent  passport size  photograph  duly signed on  the same by the applicant**.** |

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**

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**CURRICULUM VITAE PROFORMA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Post applied for** | **RECEPTIONIST** | | |
|  | **Name of the applicant**  (In block letters) | (Mr/Ms/Mrs)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | **Address** |  | | |
|  | **Date of Birth**  (DD/MM/YYYY) | **…………….……………………………... Age as on 21/06/2018 ………………….** | | |
|  | **Category (SC/ST/OBC/Gen./PH)** |  | | |
|  | **Father’s/ Husband’s Name** |  | | |
|  | **Address for communication** |  | | |
|  | **E-Mail ID** |  | | |
|  | **Telephone/Mobile No.** |  | | |
|  | **Educational Qualification:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Exams Passed** | **Board / University** | **Year** | **Percentage (%)** | **Subject** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   (Please attach self-attested photo copies of the testimonials. Please use extra sheets if required) | | | |
|  | **Details of Professional/**  **Technical Educational Qualification** | |  | |
|  | **Experience:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Office/ Institution** | **Post held** | **From** | **To** | **Scale of pay and basic pay** | **Nature of duties** (attach experience Certificate) | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   (Please use extra sheets if required) | | | |
|  | **Nature of present employment i.e., ad hoc or temporary or permanent** | | |  |
|  | **Any other relevant information**  **Which you would like to mention in support of your suitability for the post applied for.** | | |  |
|  | **DECLARATION:**   1. **I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.** 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:** |  | | |