

Date:

Curriculum Vitae

Head (Certification & Quality Assurance)

I. Personal

1.	Name	
2.	Date of Birth	
3.	Fathers Name	
4.	Complete Postal Address	
	a. Permanent	
	b. Present	
5.	Contact Details	
	a. Mobile Phone	
	b. Landline	
	c. Email-ID	
6.	Linked In Id (if available)	

II. Language Proficiency :

	Read	Write	Speak
Hindi			
English			

III. IT Proficiency such as MS Office, Power Point, Excel, Advance Excel, Graphics, Coral Draw, CAD etc.:

IV. Educational Qualifications: Academic & Professional (*Please furnish details of all Examinations (school final exams onwards):*)

S. No.	Qualification	Academic Session	Subjects offered (including Major Subject if any)	Year of Passing	Percentage of Marks Obtained	School / College/ Academic Institution	University	Distinction / Honour if any	Any Other Relevant Information

*(Please attach separate sheet / expand Columns, if required)*V. Work Experience: (*To start with most recent/current one*) - Details to be furnished for each position / designation

S. No	Name & Address of the Organization	Position (Design.) Held	Period		Name & Designation of Officials		Scale of Pay & Gross Emoluments	Details of responsibilities handled	Reasons of Separation if Any)	Awards /Recognition/ Achievement If Any
			From	To	Reported To	Reported By				

Attach separate sheet/expand columns if required.

VI. Additional information, if any

VII. Declaration : I do hereby declare that the above information is true to the best of my knowledge. In case any error is found at a later date, I shall be liable for the consequences arising from these.

Encl: Copy of Educational Qualification and experience certificates (Original copy to be shown during Personal Interview)

Date:

Place:

(Signature of Applicant)
