

Application–cum–Curriculum Vitae

Position: **Place**

Advertisement reference **Date**

Note: (1) do not change the format; (2) fill in all details (maximum applicable); (3) send signed completed form to CDD Society

I. Personal History

Name					
Date of Birth		Place of Birth			
Permanent Address					Tel
					Cell
					Email
					Website
Present (Contact) Address					Tel
					Cell
					Email
					Website
Marital Status	Married/Single	Spouse name		Children	1
Other family details (if any)					2
					3

II. Educational History

	Certificate/ Diploma/ Degree/ Other & Subjects	Institution/ School/ College/ University/ Other	Year/ Period	Grade/ Class/ Rating/	Remarks
School					
Pre-University					
Graduation					
Post graduation					
Professional Courses					
Others					

III Employment/Occupation History:

	Organisation/ Company/ Institution/ Other	Designation	Key responsibilities	Dates/Period		Gross Annual Salary (Rs.)
				From	To	
1						
2						
3						

4						
5						
6						
7						

IV. Current/Last Employment:

Name and address of Organisation	
Brief information about the Organisation	
Designation/ position held	
Job description	
Reporting to	
Persons under your charge	
Reasons for leaving	
Last total emoluments drawn-Salary slip of last drawn salary should be enclosed	

V. Relevant experience:

Job component	Organisation and brief details of exposure/ responsibilities handled matching with requirement	Exposure (in months/ years)
<i>Prior experience in Social Sector Development/ Infrastructure Development/ Environment:</i>		
<i>Formulating, reviewing and managing development programs:</i>		
<i>Designing, formulating and implementing projects:</i>		
<i>Management and administration of loans and contract monitoring of projects:</i>		
<i>Building and managing relationships with projects counterparts in close collaboration with central/</i>		

<i>state governments, other donors, NGO, etc:</i>		
<i>Monitoring and evaluation of programs/ projects on a regular basis and preparing various progress reports:</i>		
<i>Others:</i>		

VI. Computer literacy:

Package/Application	Details of exposure and assessed proficiency

VII. Language proficiency: (please tick)

Language	Ability to converse			Ability to read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Other:									
Other									
Other									

VIII. Medical History:

Any past or present serious/ recurring illness, major surgery, or disability and give brief details (e.g. allergies, mental illness, heart, respiratory ailments, back trouble, diabetes, epilepsy etc.):	
Serious illnesses, major surgeries, disabilities	Brief description

IX. Miscellaneous:

Memberships of Professional bodies:
Extra-curricular/Hobbies:
Sports Interests:
Professional Associations:
Publications:

X. Referees:

	Referee 1	Referee 2	Referee 3
Name			
Address:			
Email Id:			
Telephone number:			
Cell number			
Organization:			
Designation:			
Professional Relationship with the Referee:			

XI. (a) Time required for joining CDD, if selected

(b) Expected emoluments: Rs.....

(c) Reasons for wishing to join CDD

(d) Any other remarks, comments, statements etc you would like to make

Date:

Signature:.....