**CV Format for Cluster Facilitation Team Position under OIIPCRA-Zone 3 Baudh-Kandhamal-Gajapati**

Recent Photographs

|  |  |  |
| --- | --- | --- |
| **Position applied for** |  | |
| Preference Location  [1. **Raikia:**  **2**. **Kantamal**] | (1) | (2) |

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| **Applicant Name** |  | |
| **Father’s Name** |  | |
| **Mother’s Name** |  | |
| **Date of Birth (DD/MM/YYYY)** |  | |
| **Address** | **Permanent:** | **Present:** |
| **Contact Details** | **Mobile No.:** | **Email:** |

**Education:**

|  |  |  |
| --- | --- | --- |
| **Name of the Institution** | **Degree(s)/Diploma(s) Obtained** | **Year of Passing** |
|  |  |  |
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**Computer Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Software’s/Operating System** | **Proficiency** | | |
| **Poor** | **Fair** | **Good** |
| **MS Office** |  |  |  |
| **Internet operations** |  |  |  |
| **Tally Software (Only for Multi-skill Assistant)** |  |  |  |

**Employment Record:**

(Note your experience starting from present position onward)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Duration**  **(From – to)**  **(DD/MM/YYYY)** | **Position** | **Employer** | **Project Handled** | **Task Performed** |
|  |  |  |  |  |
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|  |  |  |  |  |

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature:

Date:

*[Fill the format and mail to* [*irdms@rediffmail.com*](mailto:irdms@rediffmail.com) *by 03-12-2021, for any queries feel free to contact with Mr. Shashi Kanta Mohapatra, 8249864218.]*