

CURRICULUM VITAE (CV) PROFORMA
CONTRACTUAL ENGAGEMENT AS PLANNING OFFICER

CV should be submitted summarizing the personal details and certification as below:

1. NAME & Contact details	:	Name: Address: E-mail id: Mobile no.:		
2. DATE OF BIRTH	:	[dd/MMM/yyyy]	CITIZENSHIP:	
3. EDUCATION (Graduation & above)	:	<i>Institution/ University</i>	<i>Degree, Class</i>	<i>Year</i>
4. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS	:	<ul style="list-style-type: none"> • [XXXXXXXXX] • [YYYYYYYYY] • [ZZZZZZZZZZZ] 		
5. OTHER TRAINING	:	<ul style="list-style-type: none"> • [XXXXXXXXX] • [YYYYYYYYY] • [ZZZZZZZZZZZ] 		
6. Passing year of GATE (Arch & Planning)	:			
7. GATE score (highest score, if appeared more than once)	:			
8. LANGUAGE & DEGREE OF PROFICIENCY	:		<i>Speak</i>	<i>Read</i>
		<i>Write</i>		
		<i>Language 1</i>	XXXX	XXXX
		<i>Language 2</i>	XXXX	XXXX
		<i>Language 3</i>	XXXX	XXXX

9. ENCLOSURES SUBMITTED (Please tick as applicable)

A Enclosure 1: Photograph image (as per prescribed specification)

YES	NO
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B Enclosure 2: Signature image (as per prescribed specification)

YES	NO
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C Enclosure 3: One pdf format file containing self attested copy of all documents in proof of satisfying eligibility criteria (educational qualification and GATE score)

YES	NO
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I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Employer. Further, I undertake that I have not accepted any offer from any other organization as on date for either permanent or contractual engagement.

Date:

Name & Signature

INSTRUCTIONS REGARDING
SCANNING OF
PHOTOGRAPH, SIGNATURE AND DOCUMENTS

Uploading/Enclosing of scanned image of his/her photograph and signature should be as per the specifications given below:

i) Photograph Image:

- Photograph must be a recent passport size colour picture (not more than 3 months old)
- Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.

ii) Signature image:

- The applicant has to sign on white paper with Black ink pen.

ii) Documents:

- The applicant has to upload self-attested copies of all the documents mentioned in the curriculum vitae pro-forma in one PDF format file.

Applications with blurred/ illegible Photograph/ Signature/documents will be rejected summarily.