

Annexure – I

Proforma for Curriculum Vitae

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1. a) Name of the Post applied for : **Assistant Manager (Finance)**
b) Advertisement No. : **TSECL / 2013-14 / 01.**

2. Candidate's Name (in capital letter) : _____

3. Father's Name : _____

4. Address for Communication : Road / Area _____
: Town / Village _____
: PS _____ PIN _____
: Sub Division _____ Dist. _____
: State _____
: Phone No. _____
: E-mail ID No. _____

5. a) Date of birth (in Christian era) : _____
b) Age as on date of 15th June-2013 : _____ Years, _____ Months and _____ Days
(Attested photocopy of Age Proof Certificate is to be enclosed)

6. Category (UR / ST / SC) : _____
(Attested photocopy of Caste Certificate is to be enclosed in case of reserve category candidates)

7. Sex (Male of Female) : _____

8. Nationality / State Domicile : _____ / _____
(Attested photocopy of Nationality Certificate / PRTC is to be enclosed)

9. Educational Qualification : _____
(Matriculation Onwards)

| Sl. No. | Examination Passed | Board/ University/ Institute | Year of Passing | % - age of marks obtained | Division/ Class/ Grade |
|---------|--------------------|------------------------------|-----------------|---------------------------|------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

(Attested photocopies of Marks-sheets & Certificates is to be enclosed)

10. Working Experience, if any : _____
(Attested photocopy of Experience Certificate(s) is to be enclosed)

11. Language Proficiencies :

| Sl. No. | Language | Read | Write | Speak |
|---------|----------|------|-------|-------|
| 1. | English | | | |
| 2. | Bengali | | | |
| 3. | Hindi | | | |

12. Extra Curricular Activities, if any : _____

13. Name of two References with their complete postal address : 1. _____

2. _____

Date: _____/_____/2013.

Place: _____

Signature of the Candidate