**Annexure-1**

**APPLICATION FORMAT**

|  |  |  |
| --- | --- | --- |
| **1** | **Application for the Post of:** |  |
| **2** | **Name:** |  |
| **3** | **DOB & Age:** |  |
| **4** | **Gender:** |  |
| **5** | **Mobile:** |  |
| **6** | **Email:** |  |
| **7** | **Postal Address:** |  |
| **8** | **Educational Qualification** **(Please mention in chronological order starting from highest qualification to Intermediate/12th standard)** |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No** | **PG/Degree/Diploma, intermediate Qualification** | **Name of the Institution** | **Major Subjects** | **Year of passing** | **Percentage / Grades** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
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| **9** | **Mention the details of skill Sets on the following:** |
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| --- | --- |
| **Statistical data collection and sampling methodology** |   |
| **Study design and research methodology** |   |
| **Impact and Process Evaluation Guidelines** |   |
| **Survey design, Questionnaire, FGD, Statistical evaluation design**  |  |
| **Data analysis and Interpretation** |   |
| **Writing technical and non-technical reports** |  |
| **Statistical / Econometric modelling, Empirical testing and use of latest software** |   |
| **Statistical and Economical advice** |   |
| **Conduct workshop, seminar, webinar, drafting minutes of meeting** |   |
| **Experience of working in Public/Private/Reputed Organisations/NGOs in the Capacity of Manager – Administration/Accounts** |  |
| **Others if any (Give details):** |   |

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| **10** | **Employment Details:** |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Name of the Organisation and Location** | **Duration** | **Position** **Held** | **Salary Remuneration received Gross in Rs**  | **Roles and Responsibilities** |
| **From** | **To** |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |
|   |   |   |   |   |   |  |

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| **11** | **Total Work Experience:** |  |
| **12** | **Working Status (Permanent/Contract):**1. **Presently working Yes/No**
2. **If Yes, Permanent/Contract**
 |  |
| **13** | **Current CTC /Salary/Remuneration (Rs)****Expected CTC / Salary/Remuneration (Rs)** |  |
| **14** | **Awards/Prizes/Commendations etc (if any Received)** |  |
| **15** | **Reference –** **One person: His/Her, Designation (if any)****Postal Address – Mobile Number, e-Mail- id** |  |
| **16** | **Additional information, if any, in support of suitability for the post. Enclose a separate sheet (one page)** |  |

I certify that the foregoing information is correct and complete to the best of my knowledge and belief, and nothing is concealed. That I bear moral character and values, which will be beneficial to the reputation and standing of CIPS.

Name:

Date:

Place:

 (Name & Signature of Candidate)