**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)** | | |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sr.No** | **PG/Degree/Diploma, intermediate Qualification** | **Name of the Institution** | **Major Subjects** | **Year of passing** | **Percentage / Grades** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | | |
| **9** | **Mention the details of skill Sets on the following:** | | |
|  | |  |  | | --- | --- | | **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):** |  | | | |
| **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** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | |
| **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)