



RESUME FORM

Dear Applicant,

Details sought in this resume form are intended to give us an impression of you as a professional and also to help assess whether we could provide you a career, best suited to your abilities and interest and matching our needs.

The details given in this form will be used as an important input. We would, hence, like you to give accurate and precise response to the details asked for and questions raised. Please do not leave any column blank. Kindly indicate 'Not Applicable' (**NA**) in the column which is not relevant to you.

APPLICANT'S NAME: (Mr. /Ms.)

POST APPLIED FOR:

PERSONAL DATA

Full name in Block Letters : (Mr. /Ms.)
First Name :
Middle Name :
Surname :

Affix recent
Passport size colour
photo

Age	Date of Birth	Nationality	Category (SC/ST/OBC – Non-Creamy layer/ Persons with Disability/General)	In case of Persons with Disability, please indicate nature of disability	Marital Status

Spouse's Name :	Occupation :	Organisation :
Father's Name :	Occupation :	Organisation :
Mother's Name :	Occupation :	Organisation :

Address to which, we should write :	Permanent Address :
Tel. No. : PIN :	Tel. No. : PIN :
Email :	Email :

Present Employer :
Address :
Tel. No. : Fax : Email :

If you had applied in the past for a post in our Organisation, please give details such as post applied for, year and the outcome :

Are you willing to work anywhere in India?

EDUCATION:

Standard	Year	School, College, University or other institution	Degree/ Specialisation	Result		Scholarships & other Distinctions
				Div./ Class/ Grade	% Marks obtained	
Xth						
XIIth						
Graduation						
Post-Graduation						
Any Other						

* Should be recognised/approved by Government/AICTE. Indicate if any, Degree / Course done under Correspondence/ Distance learning.

EXPERIENCE:

Professional Work: *(Beginning with Present Employer the details of employment may be **Annexed** to this resume form as per the table given below)*

Period (No. of Years / Months) From -To	Employer	Designation & Grade/Scale or Rank	Job Profile	Emoluments per month (₹)
				# Basic Pay _____ # D.A _____ # H.R.A _____ # Other Allowances _____ # Gross Pay _____

LANGUAGES KNOWN:

	Language	Speak	Read	Write
Mother Tongue				
Other Languages				

CO-CURRICULAR ACTIVITIES (e.g., Sports, Literary or Social Activities):

Types of activities and positions, if any, held and outstanding achievements	At School	At College	Elsewhere

MORE ABOUT YOU:

What do you think are your personal strengths and what are the areas where you need to improve as an individual?

What are your short-term and long-term career objectives?

Outline briefly, your reasons for applying to our Organisation.

Are you related to any Employee or Director of the Bank? (tick appropriate box)
If so, please state the name relationship and place of posting.

Yes

No

	Name	Designation	Relationship	Posting
1)				
2)				

REFERENCES

Names and addresses of two persons, other than relatives, who know you closely and are holding responsible positions in industry / government / educational institutions to whom we may write for reference :

Name :	Name :
Designation :	Designation :
Address :	Address :
Tel. No :	Tel. No :
E mail :	E mail :

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature for appointment may be cancelled / terminated without any notice.

Place:
Date:

(Signature)

Enclosures:

- Copies of SSC, HSC, Degree & PG Certificates.
- Copy of Caste Certificate.
- Copy of Experience Certificate