The Department of Health, Medical Education & Family Welfare, Government of Jharkhand has established Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Ltd. To expedite the functioning of this Corporation, DoHFW on the behalf of JMHIDPCL invites application from eligible candidates for the appointment **purely on contractual basis**.

Applications are invited from the eligible candidates for the following positions:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Post</th>
<th>No. of position</th>
<th>Category</th>
<th>Maximum Age (as on 01.07.2015)</th>
<th>Monthly Salary consolidated per month (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>General Manager (Procurement)</td>
<td>01</td>
<td>General</td>
<td>55 years</td>
<td>1,00,000</td>
</tr>
<tr>
<td>2.</td>
<td>Manager (Drugs)</td>
<td>01</td>
<td>General</td>
<td>45 years</td>
<td>60,000</td>
</tr>
<tr>
<td>3.</td>
<td>Manager (Equipment’s )</td>
<td>01</td>
<td>General</td>
<td>45 years</td>
<td>60,000</td>
</tr>
<tr>
<td>4.</td>
<td>Manager Finance &amp; Accounts</td>
<td>01</td>
<td>General</td>
<td>45 years</td>
<td>60,000</td>
</tr>
<tr>
<td>5.</td>
<td>Executive (HR)</td>
<td>01</td>
<td>General</td>
<td>35 years</td>
<td>25,000</td>
</tr>
<tr>
<td>6.</td>
<td>Executive (Finance &amp; Accounts)</td>
<td>01</td>
<td>General</td>
<td>35 years</td>
<td>25,000</td>
</tr>
<tr>
<td>7.</td>
<td>Executive (Drug Procurement)</td>
<td>01</td>
<td>General</td>
<td>35 years</td>
<td>25,000</td>
</tr>
<tr>
<td>8.</td>
<td>Executive (Equipment)</td>
<td>01</td>
<td>General</td>
<td>35 years</td>
<td>25,000</td>
</tr>
<tr>
<td>9.</td>
<td>Executive (GM Cell)</td>
<td>01</td>
<td>General</td>
<td>35 years</td>
<td>25,000</td>
</tr>
</tbody>
</table>

For detail information related to educational qualifications and experience, desirable qualification and experience, other eligibility criteria, application form and duties & responsibilities for various posts and other relevant information, please visit the career section of JRHMS website [http://jrhms.jharkhand.gov.in/](http://jrhms.jharkhand.gov.in/).

The last date for receipt of application is **31st July 2015**.

DoHFW
For JMHIDPCL
The Department of Health, Medical Education & Family Welfare, Government of Jharkhand has established Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Ltd. with the objective of ensuring availability of all essential Drugs, Surgicals & Sutures items and Health equipment’s, Furniture & Fixture and Consumables in the Govt. Medical Institutions / facilities across the state by adopting a streamlined procedure of its procurement, storage and distribution system. The Corporation is also mandated for creation of Health Infrastructure & its maintenance throughout the state. To expedite the functioning of Corporation, the JMHIDPCL invites application from eligible candidates for the appointment purely on contractual basis.

1. **Post Level**: General Manager (Procurement)

   - **Functional area**: Procurement of Drugs/ Equipments/ Furniture – Fixtures & Logistics/QC
   - **No. of position**: 01
   - **Category**: General
   - **Maximum Age (as on 01.07.2015)**: 55 years
   - **Monthly Salary**: Rs.1,00,000/-
   - **Entitlement**: Vehicle for official purpose will be provided
   - **Terms of employment**: Contractual for 1 year, subject to renewal based on performance
   - **Reporting authority**: Managing Director, JMHIDPCL

<table>
<thead>
<tr>
<th>Essential Educational Qualification</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA / B.Tech / MBBS with minimum 60% marks or equivalent.</td>
<td>MBA with Specilisation in Marketing / Supply Chain Management / Operations, or equivalent Or, Post Graduate Degree/ Diploma in Supply Chain Management, or equivalent Or, B.Pharma / M.Pharma / M.Tech Biomedical Instrumentation, or, equivalent Or, Any other relevant degree / diploma course</td>
</tr>
</tbody>
</table>

**Experience**

10 years on the job experiences in any public/private company having minimum annual turnover of Rs.10 crores in related sector. Out of this, 5 years experience in middle management in company having annual turnover of Rs.25 crores and above.

Desirable: 2 years experiences in procurement of medicine, equipments, surgical & sutures, consumables items for health facilities / health programmes in a company of annual turnover of Rs.25 crores or hospitals having 100 beds & above in an executive capacity.
Duties / Responsibilities:

General Manager (Procurement) will be responsible for handling all procurement, quality control, stores, inventory and logistics related issues like storage, inventory control, quality assurance, transportation, distribution etc. for drugs, equipment’s and other hospital supplies procured by the corporation. S/he will develop procedures, policies and standards and manage the logistics system for warehousing, transportation and Inventory Control of procured goods; develop and maintain online inventory control systems; S/he will also prepare bidding documents, implementation plans and budgets for outsourcing of warehousing, transportation, distribution of health products.

Her / his key responsibilities will include, but not be restricted to;

1) Knowledge about Indian Pharmacopeia & other statutory guidelines such as WHO GMP Certifications, NABL policy Guidelines of Ministry of Chemical & Fertilizer, Drug policy etc.
2) Receiving and processing of indents
3) Preparation of Bid documents & process for inviting tenders
4) Briefing in Pre-Bid meeting
5) Scrutiny of Technical Bids
6) GMP Inspection
7) Scrutiny of Financial Bids
8) Finalization of Tenders
9) Preparation of Comparative statement
10) Preparation of Rate Contracts
11) Issue of Supply order and monitoring suppliers
12) Quality testing of Supplied drugs, consumables and equipment’s.
13) Quarantine of commodities & return of non-standard commodities.
14) Release of quarantine drugs, consumables & approved equipment’s
15) Process of black listing/ punishment of venders for non / sub standard supplies
16) Vender payment process & vender management.
17) Annual maintenance contracting
18) Logistics management of supplied drugs/ equipment’s/ consumables
19) Store and inventory management
20) Preparation of database of supplier/ drugs/ surgical & sutures/ consumables/ equipment’s.
21) Routine maintenance of LMIS
22) Indent process for medicine/surgical & sutures/ consumables/ equipment’s items
23) Demand and supply management
24) Need Assessment of requirement of drugs, equipment’s, furniture & fixtures & other consumables, warehouse management, supply chain logistics etc.
25) Warehouse management, Supply chain management from procurement to disposal in public hospitals.
26) Waste management
27) Coordination with government departments, different cell of NHM Jharkhand, public health facilities, medical college & hospital, super specialty centers, private health facilities, media etc.
28) Knowledge of working on computer - MS Office / internet
29) Any other job assigned by higher authority.
2. Post Level : Manager (Drugs)

- Functional area : Procurement of Drugs/ QC
- No. of position : 01
- Category : General
- Maximum Age : 45 years (as on 01.07.2015)
- Monthly Salary : Rs.60,000
- Terms of employment : Contractual for 1 year, subject to renewal based on performance
- Reporting authority : GM (Procurement), JMHIDPCL

<table>
<thead>
<tr>
<th>Essential Educational Qualification</th>
<th>Preferred</th>
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</thead>
<tbody>
<tr>
<td>Bachelor in Pharmacy (regular course) minimum 60% marks or equivalent and excellent proficiency in the use of computer</td>
<td>MBA with specialization in Supply Chain Management/ Operations / or equivalent Or PG Degree/ Diploma/ Certificate course in Supply Chain Management/ Operations/ or equivalent Or, M.Pharma Or, Any other relevant degree/ diploma</td>
</tr>
</tbody>
</table>

Experience

10 years on the job experiences in Govt / PSU/ Company having annual turnover of Rs.10 crores in related sector. Out of this, 5 years experience in Govt / PSU/ Company having annual turnover of Rs.20 crores and above in the capacity of an executive.

Desirable: 02 years experiences in procurement of medicine, equipments, surgical & sutures, consumables items for health facilities / health programmes in Govt / Govt Agency / PSU/ Company having annual turnover of Rs.20 crores / hospitals having 100 beds & above.

Duties / Responsibilities:

The incumbent will be responsible for procurement of drugs, surgical & sutures and consumables for ensuring commodity availability across Public Health Facilities of Jharkhand.

Her / his key responsibilities will include, but not be restricted to:

1) Knowledge about Indian Pharmacopoeia & other statutory guidelines such as WHO GMP Certifications, NABL policy etc.
2) Preparation of Bid documents & process for inviting tenders.
3) Supply chain management
4) Preparation of Rate Contract
5) Receiving and processing of indents
6) Preparation of Supply Orders
7) Assist GM (Procurement) in black listing / fine to default venders (suppliers)
8) Release of stock from quarantine area in stores after getting Lab Clearance.
9) Knowledge of working on computer - MS Office / internet
10) Any other job assigned by higher authority.
3. Post Level : Manager (Equipments)

- Functional area : Procurement of Equipments/Furniture - Fixtures & Logistics
- No. of position : 01
- Category : General
- Maximum Age (as on 01.07.2015) : 45 years
- Monthly Salary : Rs.60,000/- (consolidated per month )
- Terms of employment : Contractual for 1 year, subject to renewal based on performance
- Reporting authority : GM (Procurement), JMHIDPCL

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<thead>
<tr>
<th>Essential Educational Qualification</th>
<th>Preferred</th>
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<tbody>
<tr>
<td>B.Tech in Biomedical Engineering/ Electronics Engineering with Biomedical instrumentation as an elective course, or equivalent course with minimum 60% marks or equivalent and excellent proficiency in the use of computer</td>
<td>M.Tech in Biomedical Engineering/ Electronics Engineering with Biomedical instrumentation as an elective course, or equivalent, Or, MBA Or, Any other relevant course</td>
</tr>
</tbody>
</table>

Experience

10 years on the job experiences in Govt / PSU/ Company having annual turnover of Rs.10 crores in related sector. Out of this, 5 years experience in Govt / PSU / Company having annual turnover of Rs.20 crores and above in the capacity of an executive.

Desirable: 02 years experiences in procurement of medical equipments, apparatus and maintenance for health facilities / health programmes in Govt / Govt Agency / PSU/ Company having annual turnover of Rs. 20 crores / Hospitals having 100 beds & above.

Duties / Responsibilities:

The incumbent will be responsible for procurement & maintenance of equipment’s across Public Health Facilities of Jharkhand. Her / his key responsibilities will include, but not be restricted to;

1) Knowledge of equipment’s, instrument’s and apparatus used in public health facilities/ hospitals.
2) Preparation of Bid documents & process for inviting tenders on machine & equipment’s
3) Receiving and processing of indents
4) Preparation of Rate Contract
5) Preparation of Supply Orders
6) Assist GM (Procurement) in black listing / fine to default venders (suppliers)
7) Track machine / equipment’s warranty / guarantee & maintenance process.
8) Maintenance contracting with suppliers
9) Commissioning / installation of new equipment’s
10) Repair & maintenance of old equipment’s/ machine
11) Trial operation, Quality testing of supplies
12) Knowledge of working on computer -MS Office / internet
13) Any other job assigned by higher authority.
4. **Post Level**: Manager (Finance & Accounts)

- **Functional area**: Finance & Accounts
- **No. of position**: 01
- **Category**: General
- **Maximum Age (as on 01.07.2015)**: 45 years
- **Monthly Salary**: Rs. 60,000/- (consolidated per month)
- **Terms of employment**: Contractual for 1 year, subject to renewal based on performance
- **Reporting authority**: GM (Finance & Accounts), JMHDPCCL

### Essential Educational Qualification

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<tr>
<th>Qualification</th>
<th>Preferred</th>
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</thead>
<tbody>
<tr>
<td>Chartered Accountant / MBA Finance / Cost Accountant with the minimum of 60% (aggregate) marks or equivalent and excellent proficiency in the use of computer</td>
<td>Chartered Accountant</td>
</tr>
</tbody>
</table>

### Experience

5 years on the job experiences in Govt / PSU/ Company having annual turnover of Rs.20 crores in related sector.

Desirable: 02 years experience in finance & accounts in govt. health sector.

### Duties / Responsibilities:

The incumbent will be responsible for the functioning of the Finance Unit. The incumbent will (either independently, or under direct supervision of the General Manager of the Unit) manage various functions of the Finance Department i.e.Cash, Costing Audit, Establishment, Budgeting, Inventory Control, Attending to Govt. Auditors and finalization of accounts etc.

Her / his key responsibilities will include, but not be restricted to;

1) Budgeting for all activities of JMHDPCCL
2) E-accounting process
3) Maintenance of Books of Accounts
4) Preparation of Balance Sheet
5) Bank reconciliation process
6) Internal audit, CA audit, statutory audit & audit by CAG.
7) Vendor payment management
8) Other payment procedure
9) Withdrawal of funds from treasury
10) Record keeping and maintenance of banking procedure
11) EMD/ Security deposit procedure
12) Knowledge of working on MS Office (Word / Excel/ Power point) accounting software such as Tally
13) Any other job assigned by higher authority.
5. Post Level : Executive (HR & Admin)

- Functional area : HR & Administration
- No. of position : 01
- Category : General
- Maximum Age : 35 years (as on 01.07.2015)
- Monthly Salary : Rs. 25000/- (consolidated per month)
- Terms of employment : Contractual for 1 year, subject to renewal based on performance
- Reporting authority : OSD JMHIDPCL

### Essential Educational Qualification
<table>
<thead>
<tr>
<th>Essential Educational Qualification</th>
<th>Preferred</th>
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</thead>
<tbody>
<tr>
<td>Graduate with minimum 60% marks or equivalent and proficiency in the use of computer</td>
<td>MBA / BCA /BBA</td>
</tr>
</tbody>
</table>

### Experience

02 years experience in handling HR and Administration work in Govt / PSU/ Govt Agency /companies having regular employee strength more than 100.

Duties / Responsibilities:
The Executive HR will report to OSD (HR & Admin) and assist in day to day operation of the HR Cell. Her / his key responsibilities will include, but not be restricted to:

1) Acquainted with the personnel rules like personnel policy of JMHIDPCL, Board Miscellaneous rules, rules of Executive Business, Salary & Wage rules, Contract & Agreement rules, leave rules, labour act etc.
2) Filing of records, preparation of leave statements, maintenance of service book, provident fund, annual increment / ACP etc.
3) Receipt & dispatch, file indexing
4) Coordination with Company Secretary
5) Knowledge of working on computer -MS Office & internet
6) Any other job assigned by higher authority.

6. Post Level : Executive (Finance & Accounts)

- Functional area : Finance & Accounts
- No. of position : 01
- Category : General
- Maximum Age : 35 years (as on 01.07.2015)
- Monthly Salary : Rs. 25000/- (consolidated per month)
- Terms of employment : Contractual for 1 year, subject to renewal based on performance
- Reporting authority : Manager (Finance & Accounts) JMHIDPCL
<table>
<thead>
<tr>
<th>Essential Educational Qualification</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Com (regular course) with minimum 60% marks, or equivalent and proficiency in the use of computer</td>
<td>M.Com / MBA (Finance)</td>
</tr>
</tbody>
</table>

**Experience**

<table>
<thead>
<tr>
<th>Experience</th>
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</thead>
<tbody>
<tr>
<td>02 years experience in handling Finance &amp; Accounts work in Govt / PSU/ Govt Agency /Companies having regular employee strength more than 100.</td>
</tr>
</tbody>
</table>

**Duties / Responsibilities:**

The Executive (F&A) will assist Manager (F&A) in day to day operation of finance unit. Her / his key responsibilities will include, but not be restricted to:

1) Writing & updation of Books of Accounts
2) Preparation of Balance Sheet, Asset & Liabilities statement etc.
3) Record Keeping, petty cashbook maintenance
4) File process, banking process, preparation of statement on Tally, Excel and Powerpoint presentation.
5) Receipts & payments
6) Budgeting & Coordination with Chartered Accountant / Audit Agency.
7) Knowledge of working on computer -MS Office & internet
8) Any other job assigned by higher authority.

**7. Post Level : Executive (Drug Procurement)**

- **Functional area** : Drug Procurement/QC
- **No. of position** : 01
- **Category** : General
- **Maximum Age (as on 01.07.2015)** : 35 years
- **Monthly Salary** : Rs. 25000/- (consolidated per month )
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : Manager (Drug procurement) JMHIDPCL

<table>
<thead>
<tr>
<th>Essential Educational Qualification</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma in Pharmacy with minimum 60% marks or equivalent and proficiency in the use of computer</td>
<td>B.Pharma</td>
</tr>
</tbody>
</table>

**Experience**

<table>
<thead>
<tr>
<th>Experience</th>
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</thead>
<tbody>
<tr>
<td>02 years experience in handling procurement of Drug / medical equipment in Govt / PSU/ Govt Agency /companies having annual turnover 5 crores and above.</td>
</tr>
</tbody>
</table>
Duties / Responsibilities:
The Executive (Drug Procurement) will assist Manager (Drug Procurement) in day to day operation of procurement unit. Her / his key responsibilities will include, but not be restricted to;
1) File put up, record keeping, file process
2) Vendor payment process and follow ups
3) Updation of Bid documents, rate contract
4) Preparation of supply order
5) Tracking of vendors against supply order
6) Coordination with logistics and QC cell
7) Knowledge of working on computer -MS Office & internet
8) Any other job assigned by higher authority.

8. Post Level : Executive (Equipment)

- Functional area : Procurement of Equipments / Furniture - Fixtures & Logistics
- No. of position : 01
- Category : General
- Maximum Age (as on 01.07.2015) : 35 years
- Monthly Salary : Rs. 25000/- (consolidated per month)
- Terms of employment : Contractual for 1 year, subject to renewal based on performance
- Reporting authority : Manager (Drug procurement)& Manager (Equipment procurement) JMHIDPCL

Essential Educational Qualification

| B.Sc. Bio Medical / Diploma in Biomedical Engineering/ Diploma in Electronics Engineering with Biomedical instrumentation as an elective course with minimum 60% marks or, equivalent and proficiency in the use of computer | B.Tech Biomedical Engineering/ Electronics Engineering with Biomedical instrumentation as an elective course, or equivalent |

Preferred

Experience

02 years experience in handling logistics / quality assurance in Govt / PSU/ Govt Agency /companies having annual turnover 5 crores.

Duties / Responsibilities:
The Executive (Quality Control) will assist Manager (Quality Control) in day to day operation of Quality Control unit. Her / his key responsibilities will include, but not be restricted to;
1) Collection of samples from stores as per norm
2) Coding / Decoding of sampling
3) Dispatch of samples to laboratories
4) Tracking with Lab on sample report in time
5) Release of quarantine stock as per QC report
6) Processing of payments to lab for sample test
7) Safe storage of samples and tested drugs
8) File put up, record keeping, file process, preparation of reports
9) Tracking of rejected/ quality failed medicine.
10) Knowledge of working on computer -MS Office & internet
11) Any other job assigned by higher authority.
9. Post Level : Executive (GM Cell)

- Functional area : Personal Assistant
- No. of position : 01
- Category : General
- Maximum Age (as on 01.07.2015) : 35 years
- Monthly Salary : Rs. 25000/- (consolidated per month)
- Terms of employment : Contractual for 1 year, subject to renewal based on performance
- Reporting authority : General Manager (Procurement) JMHIDPCL

<table>
<thead>
<tr>
<th>Essential Educational Qualification</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate with minimum 60% marks, or equivalent and proficiency in the use of computer</td>
<td>MBA/BCA/BBA</td>
</tr>
<tr>
<td>Experience</td>
<td>Or Minimum 6 month course in Stenography</td>
</tr>
</tbody>
</table>

Duties / Responsibilities:

The Executive (GM Cell) will assist GMJMHIDPCL in day to day operation of GM Cell. Her / his key responsibilities will include, but not be restricted to;

1) Look after all activities of the cell.
2) Coordination with all cell of JMHIDPCL.
3) Have some knowledge of shorthand and typing skills on computer
4) Well versed in MS Office- Word, Powerpoint, Excel and Internet
5) Well versed in Hindi typing, speed more than 40 words per minutes
6) Drafting of letters, business communication, arranging meetings, notes taking
7) Any other job assigned by higher authority

General Conditions

1. The appointment will be purely on contractual basis for a period of one years, renewal at end of term subject to satisfactory performance. Any claim for absorption in the regular position shall not be entertained in future. Performance will be reviewed after 3 months of the contract, if performance is not found to be satisfactory, then the service may be terminated without any notice.

2. Incase the selected candidate wish to leave job during the contract period she/he has to give one month prior notice or forego one month salary.

3. Reservation rules as per Government of Jharkhand apply to all these positions.
4. At any stage of recruitment, if it is found that candidate does not fulfill the eligibility criteria and/or that she/he has furnished incorrect/false information/certificates/documents or suppressed any material facts, her/his candidature will stand cancelled or employment will be terminated.

5. Application in the prescribed format and complete in all respects and self attested copies of all educational qualification, certificates/marksheets and experience certificates must be sent by Courier/Speed Post/Registered Post to the Managing Director, Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Limited, MCH Building, NHM Campus, Namkum, Ranchi -834 010 latest by 31st July 2015, 6.00 pm. Hand delivery of applications will not be accepted. No applications will be accepted after the stated deadline. The name of the post applied for must be mentioned on top of the envelope. JMHIDPCL will not be responsible for any postal delay. No correspondance or personal queries in this regard shall be entertained.

6. No TA/DA will be paid to the candidates for appearing in interview.

7. Candidate applying for more than one post are required to submit separate application form.

8. Application received in other than the prescribed format/mode or incomplete in any respect or without copies of marksheets/certificates/testimonials etc. will summarily be rejected.

9. The specified required qualification for all post is the minimum and it does not mean that all candidates having the minimum qualification will be shortlisted. JMHIDPCL reserves the right to decide and adopt a criterion to restrict the number of candidates for interview to a reasonable size.

10. Degree or diploma only from recognized institution/university will be acceptable.

11. Monthly salary of GM (Procurement) and Manager is negotiable, keeping in view the qualification, experience etc. of the candidates.

12. Depending on the requirement, JMHIDPCL reserves the right to conduct written/online/group discussion and/or interview for shortlisting and/or recruitment of candidates for any or all the positions.

13. The decision of JMHIDCPL in any matter related to the recruitment at any stage of the recruitment process will be final and binding upon the candidates. JMHIDPCL reserves the right to cancel any or all the positions mentioned above without assigning any reason.

14. Any disputes will be subject to Ranchi Jurisdiction only.

Managing Director
JMHIDPCL
Application Format

To,
The Managing Director
JM HIDPCL
MCH Building, RCH Campus,
Tata Road, Namkum Ranchi -834 010

Sir,

Sub-Your Advertisement Number* : JMC-HR-01/Admn-15/15/274

Post applied for : __________________________________________________________

1. APPLICANT DETAILS :

   Name* : ________________________________________________________________

   Fathers Name: __________________________________________________________________

   Date of Birth*: ___________________ Age (in years) as on 01/07/2015* ____________

   Category (Gen/OBC/SC/ST)* _______________________ Gender: _________________________

   Physically Challenged (Y/N) _____ Type of Challenge/ Difficulty ________________________

   Nationality: __________________________ State of Domicile : __________________________

   Mobile No*. _______________ Phone No (with STD Code)* _______________________

   Email Id*: ________________________________________________________________

   Correspondence Address (with pin code)*: __________________________________________

   Permanent Address (with pin code)*: ___________________________________________

Fields Marked with (*) is Mandatory Evidence for reservation / handicapped category to be produced at the time of interview.

Paste recent passport size photograph duly signed by the candidate.
2. Educational Qualification
   i) All educational qualifications starting from highest qualification up to Matriculation must be mentioned.
   ii) Copy of duly self-attested certificate and mark sheet of each qualification is to be enclosed*.
   iii) In case of GPA, please enclose the appropriate GPA conversion in %.

2.1 Essential Educational Qualification

<table>
<thead>
<tr>
<th>Name of Degree / Diploma *</th>
<th>Major Subject</th>
<th>Board/University / Institute</th>
<th>Passing Year</th>
<th>% age of Marks* / GPA</th>
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2.2 Preferred Educational Qualification

<table>
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<tr>
<th>Name of Degree / Diploma *</th>
<th>Major Subject</th>
<th>Board/University / Institute</th>
<th>Passing Year</th>
<th>% age of Marks* / GPA</th>
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3. Work Experience

Note: Please do not mention experience gained as a volunteer. Start from most recent experience. If you have worked in more than one area/post within the same organization, enter the details separately. If required please add separate sheets.

3.1 Essential Work Experience:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Position held</th>
<th>Name of Organization</th>
<th>Annual Turnover in Crores</th>
<th>Duration From</th>
<th>To</th>
<th>Description of duties</th>
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### 3.2 Desirable Work Experience:

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<th>Annual Turnover in Crores</th>
<th>Duration From</th>
<th>To</th>
<th>Description of duties</th>
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### 4. List of Enclosures:-

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<th>No of page/s</th>
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</table>

**Total no of pages enclosed**

### Declaration:-

I, the undersigned, declare that to the best of my knowledge & belief the above mentioned details are correctly described my qualification, experience.

Date:____________________  Candidates Signature:____________________

Place:___________________