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Brief Resume of the Non-Academic Candidate

Position applied for	
Full Name	
Date of birth (DD/MM/YYYY)	
Gender (Male/Female/Others)	
Communication address	
Email address	

Education Details:

Course/Degree/Certification	Year of Passing	Institute/ University	% of Marks / CGPA /Class

Work Experience: (Start from your present organization)

Name of the Organization/ Institution	Designation / Role	Duration		Nature of Job	Last Pay Drawn
		From	To		

Two references:

Name	Designation	Organization	Mailing Address	Email ID	Contact No.