

**Proforma for application**

Recent Photograph

1. Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name: (Last name): (Middle name): (First name):
3. Father’s name:
4. Date of Birth: Year \_\_\_\_\_\_\_\_\_\_ Month\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_
5. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Telephone: (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landline \_\_\_\_\_\_\_\_\_\_\_\_\_
8. Address for correspondence:
9. Educational Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Degree | University | Year of passing | Subjects | Grade | |
| Division | % marks |
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1. Employment details:

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| --- | --- | --- | --- | --- | --- |
| Sr. No. | Employer | | Details of assignment | | |
| Name | Address | Job description | Duration  (years / month) | Total Emoluments |
|  |  |  |  |  |  |
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1. Present emoluments:
2. Work experience:
   1. Total work experience (mention years and months)
   2. Work experience in wetlands conservation and management (mention years and months)
3. Experience in development and management of technical programmes (provide details):
4. Experience in fund-raising (provide details):
5. Experience in developing communication strategy and managing communications (provide details):
6. Experience in developing and managing partnerships (provide details):
7. Membership of professional societies / organizations:
8. Publications:
   1. Number of research papers in journals (list to be attached)
   2. Number of books and book chapters (list to be attached)
   3. Number of technical reports (list to be attached)
   4. Number of policy briefs (list to be attached)
   5. Number of other publications –popular articles, posters and others (list to be attached)
9. If selected, minimum time required to join the position:
10. A resume (of not more than 500 words to be attached) highlighting why your experience and expertise is relevant to the job, your strengths and vision for the organization.
11. Any other relevant information:
12. Referees (mention three):

|  |  |  |
| --- | --- | --- |
| Name | Contact Details (Phone, Email) | Nature of relationship |
|  |  |  |
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|  |  |  |

Signature of the applicant

Date and Place