**Foundation for Development Action (FDA)**

**Building No. MP V 121 A, Near Manickal Gramapanchayat Office, Pirappancode Post Office, Pirappancode, Thiruvananthapuram, Pin Code: 695 607**

**Email:** [**fdaction@gmail.com**](mailto:fdaction@gmail.com)**; Mobile: 7558849777, Telephone: 0472 2581014**

**CANDIDATE PROFORMA**

***(To be filled by the candidate)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Name of the candidate** | | : |  | | | | | | | |
| **2** | **Name of post applied** | | : |  | | | | | | | |
| **3** | **Name of the project** | | : |  | | | | | | | |
| **4** | **Name of district applied** | | : |  | | | | | | | |
| **5** | **Gender** | | : |  | | | | | | | |
| **6** | **Marital status** | | : |  | | | | | | | |
| **7** | **Age and DoB** | | : | **Age** | : | | **Date of Birth** | : | | | |
| **8** | **Contact number/s** | | : |  | | | | | | | |
| **9** | **Email ID** | | : |  | | | | | | | |
| **10** | **Nationality** | | : |  | | | | | | | |
| **11** | **Present address** | |  |  | | | | | | | |
|  | House Name / No. | | : |  | | | | | | | |
|  | Street / Lane | | : |  | | | | | | | |
|  | Place Name | | : |  | | | | | | | |
|  | Post Office | | : |  | | | | | | | |
|  | District | | : |  | | | | | | | |
|  | State | | : |  | | | | | | | |
|  | Pin Code | | : |  | | | | | | | |
| **12** | **Permanent address** | |  | *(Need not write again if address is same as in sl. No. 6)* | | | | | | | |
|  | House Name / No. | | : |  | | | | | | | |
|  | Street / Lane | | : |  | | | | | | | |
|  | Place Name | | : |  | | | | | | | |
|  | Post Office | | : |  | | | | | | | |
|  | District | | : |  | | | | | | | |
|  | State | | : |  | | | | | | | |
|  | Pin Code | | : |  | | | | | | | |
| **13** | **Detail of educational qualification (Post-Graduation, Graduation, Plus 2 / 12th standard, SSLC / 10th) – *Write in descending order*** | | | | | | | | | | |
|  | Course / Degree | Specialization / Group | Name of institution | | | | Name of University | | | Year of passing | % of marks / Grade |
| 13.1 |  |  |  | | | |  | | |  |  |
| 13.2 |  |  |  | | | |  | | |  |  |
| 13.3 |  |  |  | | | |  | | |  |  |
| 13.4 |  |  |  | | | |  | | |  |  |
| 13.5 |  |  |  | | | |  | | |  |  |
| 13.6 |  |  |  | | | |  | | |  |  |
|  | **Additional qualification – *Write in descending order*** | | | | | | | | | | |
| 13.7 |  |  |  | | | |  | | |  |  |
| 13.8 |  |  |  | | | |  | | |  |  |
| 13.9 |  |  |  | | | |  | | |  |  |
| 13.10 |  |  |  | | | |  | | |  |  |
| 14 | Total work experience:   * Year…….. * Month……..   ***History of employment shall be written in descending order*** | | | | | | | | | | |
| **Sl. No.** | **Name, address and telephone number of the organization / office** | | **Post held** | | | **Nature / area of work undertaken** | | | **Duration** | | |
| **From** | | **To** |
| 14.1 |  | |  | | |  | | |  | |  |
| 14.2 |  | |  | | |  | | |  | |  |
| 14.3 |  | |  | | |  | | |  | |  |
| 14.4 |  | |  | | |  | | |  | |  |
| 14.5 |  | |  | | |  | | |  | |  |
| **15** | **Achievements (If any) – awards, membership, publication** | | | | | | | | | | |
| 15.1 |  | | | | | | | | | | |
| 15.2 |  | | | | | | | | | | |
| 15.3 |  | | | | | | | | | | |
| 15.4 |  | | | | | | | | | | |
| 15.5 |  | | | | | | | | | | |
| **16** | **Skills:** | | | | | | | | | | |
| **Declaration**  I hereby declare that the above mentioned information is true to the best of my knowledge and agree that if at any state the furnished information are found false or incorrect, my candidature for selection / appointment is liable to be terminated.  Name and Signature  Date:  Place: | | | | | | | | | | | |
| **Note:**   1. **Candidates are instructed to send her / his covering letter along with candidate proforma in our EMAIL:** [**fdaction@gmail.com**](mailto:fdaction@gmail.com) 2. **Submission of Candidate Proforma without covering letter will be summarily rejected.** 3. **Candidates are free to submit her / his updated Curriculum Vitae / Resume as additional document.** 4. **Shortlisted candidate will be intimated through e-mail / telephone to appear for Personal Interview (PI) and Written Test (WT).** 5. **Verification of all relevant certificates, both education and work experience will be done on date of PI and WT.** 6. **Candidates shall bear their own travel or any other expenses for appearing PI and WT.** | | | | | | | | | | | |
| **(For Official Use Only)** | | | | | | | | | | | |
| **Remarks of verifying officer / representative:**  **Name: ……………………**  **Signature……………….. Date: …../…/…….** | | | | | | | | | | | |