



<b>18. Professional Qualification</b>					Any other _____	
<b>19. International Certification obtained (Please tick with score):</b>		<b>TOEFL</b>	<b>TEFEL</b>	<b>IELTS</b>	<b>GRE</b>	Any other _____
<b>20. Any other Technical certification obtained:</b>						
<b>21. Experience in years:</b>	<b>Professional</b>		<b>Administrative</b>		<b>Any other</b>	
<b>22. Professional Profile (Please write complete details of postings starting from the latest):</b>						
S. No.	Position held	BPS	Place of posting / Organization	Main responsibilities	From __ to (Indicate month & year)	
<b>23. In-service Foreign Trainings availed (Starting from the latest):</b>						
S. No.	Name/Title of the training/Course	Duration	Name of Training Institute		Year of Training	
1.						
2.						
<b>24. In-service Local Trainings received (Starting from the latest):</b>						
S. No.	Name/Title of the Training/Course	Duration	Name of Training Institute		Year of Training	
1.						
2.						
<b>25. Computer Proficiency (Please indicate your expertise level):</b>						
S. No.	Area	Nil	Able to use	Good at work	Proficient	Expert
1	MS. Word					
2	Power Point					
3	Excel					
4	E-Mail					
5	Web Browsing					
6	Any other _____					

**26. List of Publications: Journal/Books , *if any***

S. No.	Title	Author	Journal	Year	Country where published	Vol. No.	Pages
1							
2							
3							

**27. Please mention any distinction / award received**

**28. Brief Job Description of Present Position**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**29. Please indicate areas of interest for training:**

i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_ iv) \_\_\_\_\_ v) \_\_\_\_\_

**30. Completed ACRs record up to** \_\_\_\_\_

**31. Please indicate the areas in which you feel that your immediate subordinates need training:**

S.No.	Name of the Post	Suggested area of training
1		
2		
3		

**32. Any other information you would like to indicate :**

\_\_\_\_\_

Date: \_\_\_\_\_

Signatures \_\_\_\_\_

