**CURRICULUM VITAE**

**Position Applied for: Technical Specialist**

|  |  |
| --- | --- |
| **1. Last name:** |  |
| **2. First name(s):** |  |
| **3. Dalit:  Janajati:  Other:** |  |
| **4. Nationality:** |  |
| **5. Date of birth:** |  |
| **6. Female  Male:** |  |
| **7. Current Residency district:**  **8. District of Origin:** |  |
| **9. Contact address:** |  |
| **Day-time telephone number(s):** |  |
| **E-mail:** |  |
| **Other contact:** |  |

**10. Education (max. three most recent/relevant degrees):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (from–to)** | **Institution** | **Degree/diploma obtained** | **Major subject** |
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Note: Certificates will be requested from the short-listed candidates only.

**11. Additional trainings (max. five most recent/relevant trainings):**

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| **Dates (from–to)** | **Institution/ organization** | **Degree/diploma obtained** |
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Note: Certificates will be requested from the short-listed candidates only.

**12. Language skills (mark 1 to 4 for competence; 1-basic, 2-good, 3-very good, 4-excellent):**

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| Nepali |  |  |  |
| English |  |  |  |
| Local languages, which |  |  |  |

**13. Publications:**

(Name max three relevant publications)

**14. Computer skills (mark 1 to 4 for competence; 1-basic, 2-good, 3-very good, 4-excellent):**

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| **Software (package)** | **Competence** |
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**15. Nepal Engineering Council Registration**

Yes No ☐

If Yes, Nepal Engineering Council Registration No: .............

**16. Present job:**

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| --- | --- |
| **Position:** |  |
| **Company/project name:** |  |
| **Years with the company/project:** |  |

**17. Total years of relevant experience for applied position**: \_\_ years

Note: Details in #18 in the next section. Certificates will be requested from the short-listed candidates only, and the total years will be cross-checked)

**18. Expected Gross Salary**: NPR ..................../Month

**19.** **Professional experience**

Starting with your present position, list in reverse order every employment held. List all positions held since graduation giving dates, name of employer, titles of positions held, and locations of assignments. Briefly describe the tasks that you were personally involved with – these will be further discussed and verified with the short-listed candidates in interview.

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| --- | --- | --- | --- | --- | --- | --- |
| **Dates (from**  **- to) and No of year and month** | | Company/Project | **Position** | **Location (duty station)** | **Description of key duties and responsibilities** | |
| XX.XX. 20XX to XX.XX.20XX15  (X year X months) | |  |  |  |  | |
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**20. References** with full contact information including day time telephone number and e-mail. Give three references. At least one reference must be the present or previous employer. Please indicate if you do not wish us to contact your present employer at short-listing time. All present employers will eventually be contacted before making formal offer for employment.

**21. Max one page cover letter and self-introduction** with summary of key qualifications & experience, motivation and reasons for why you should be most suitable for the post applied for.