

Annexure 1 – Covering Letter

To

The Administrative Officer

Regional Centre for Urban & Environmental Studies

Ministry of Housing & Urban Affairs, Government of India Adjacent Registrar's Office, University of Lucknow Campus Lucknow-226007 (Uttar Pradesh)

Sub: Application for the post of _____ to assist the State Mission Directorate of AMRUT at SMMU and CMMU.

Dear Sir,

1. With reference to your Advertisement No. _____, and having examined the TOR Document and understood their contents, I hereby submit this application for the said post. My application is unconditional and unqualified.
2. I acknowledge that the RCUES/Department will be relying on the information provided in the application for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this application are true copies of their respective originals.
3. I shall make available to the RCUES/Department any additional information it may find necessary or require to supplement or authenticate the application.
4. I acknowledge the right of the RCUES/Department to reject the application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the RCUES/Department.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID:

Annexure 2 - Format for the Details of the Applicant

Name of Expert					
Sex (Male / Female)					
Address for Correspondence					
Telephone No./Mob No./Fax No. :					
Email ID:					
Date of Birth					
PAN Number and ADHAAR Number					
Address for Communication					
Key Qualifications					
Total Experience					
Statement of Professional experiences – Key expertise					
Sl.No.	Client/Organization	Designation	Project Name	Key Task performed	Duration
A	Working Experience in the field applied				
1					
2					
3					

I _____, son/daughter of _____
 hereby declare that the information given in this form is true and correct to the best of
 my knowledge and belief.

Signature:

Dated:

Place:

Annexure 3 - Curriculum Vitae of the Applicant

Proposed Position	
Name of Expert	
Date of Birth	
Citizenship	
Education	Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained
Membership in Professional	
Other Training	
Countries of Work Experience	
Languages	Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.
Employment Record Starting with present position, list in reverse order every employment held. For experience in last 15 years, also give types of activities performed and client references, where <i>appropriate</i> .	From: Date to Date Employer: Position Held:
Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	
Certification	
<p>(signature with date)</p> <p>I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Department.</p>	