

**CV format for the position of Project Coordinator/Project Assistant in the Access to Justice Project, Department of Justice, Ministry of Law and Justice, Government of India**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Postal Address with Post office code & Police station  
Email ID:  
Contact No.(Tel):        Mobile:

7. Permanent address:

8. Educational Qualification (Bachelor degree and above)  
(Please attach separate sheet if required)

S.No	Course Degree	Subject (Specialization)	University/ Institute	Year Passing	of	Division	Enclosure of self attested copies (Yes / No)

9. Work Experience  
(Please attach separate sheet if required)

S.No.	Organisation/ Institute	Period From /To	Nature of work	Enclosure of self attested copies (yes/no)

10. Knowledge /Skills  
Computer Skills:  
Other skills as prescribed:

11. Additional Information

12. Declaration: This is to certify that I, ..... S/O / D/O, W/O, ....., resident of ....., Dist.-....., State..... have no pending administrative and /or criminal case before any court/authorised body. I, further certify that I have never been found guilty/convicted of any administrative offense and/or crime. I also certify that all the information given by me is true to the best of my knowledge and believe and if selected and appointed I will produce the original of all the documents

(Signature)

Date

Self attested check list of information & Declaration

S.No.	Item	Yes/No
1	Full Name as Degree certificate	
2	Postal address with postal PIN and Police Station	
3	Email id	
4	Mobile contact	
5	Education Qualification as prescribed	
6	Work experience as prescribed	
7	Skills and knowledge if available	
8	Self attested certificate of educational qualification	
9	Self attested document of work experience	
10	Self declaration that information provided is true	