**CURRICULUM VITAE FOR LONG-TERM TRAINING**

1. **Personal Details**
   1. Name :
   2. Employee ID :
   3. Position Title :
   4. Place of Posting & Agency :
   5. Date of Appointment :
2. **Course applied for** :
3. **Details of Academic Qualification** *(Degree & above for Masters/PhD)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Qualification** | **Major Subjects Studied** | **Institute** | **Country** | **Duration** | |
| **From** | **To** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

1. **Details of Key Trainings, Meetings & Workshops Attended**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Theme** | **Institute & Country** | **Duration** | | **How did you contribute to your organization after attending it?** |
| **From** | **To** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

1. **Professional Experience & its Major Achievements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Designation** | **Duration** | | **Responsibility** | **Major Achievements** |
| **From** | **To** |
| 1. |  |  |  | 1. ........................ 2. …………………. 3. …………………. | 1. …………………….. 2. …………………….. 3. …………………….. |

1. **List your relevant skills for the applied course.**
2. **Briefly explain (*point wise*) what you intend to learn from your applied course and how will it help to achieve your goals?**
3. **Briefly mention *(point wise*) your special achievements or contribution *(personal/ professional)* if any that did not include above.**