

INSTRUCTIONS

Write NA if no information is available in the resume.

First Name	If the resume contains name in Capital and Small Case both, write any one of them; else write same as given.
Middle Name	Write Middle Name from Full Name in the resume. If Full Name contains initial write initial of the name; but if there is Father's Name in the resume, write Father's First Name in Middle Name
Last Name	If the resume contains name in Capital and Small Case both, write any one of them; else write same as given.
Date of Birth	Date of Birth should be written in the format DD-MM-YYYY (31-01-1991) or DD/MM/YYYY (31/01/1991)
Gender	Write as per the name; you can write NA if no gender info is given in the resume.
Nationality	Write NA if no Nationality info is given in the resume.
Marital Status	Write as per the info given in resume. If Marriage Date is given write Married.
Passport	Write Passport No. only.
Hobbies	Write Hobbies in one line separating each hobby with comma (,) and space () if the hobbies are written in points or multiple lines or write same as given.
Languages Known	Write Languages Known in one line separating each Languages Known with comma (,) and space () if the Languages Known are written in points or multiple lines or write same as given.

Address	Address will not contain City, State, Pin code & Country. If multiple addresses are given, Permanent Address should be mentioned.
Landmark	Write NA if no Landmark info is given in the resume.
City	Write City from the address mentioned in the resume. If multiple addresses are given, City Name from Permanent Address should be mentioned.
State	Write State from the address mentioned in the resume. If multiple addresses are given, State Name from Permanent Address should be mentioned.
Pin Code	Write Pin Code from the address mentioned in the resume. If multiple addresses are given, Pin Code from Permanent Address should be mentioned.
Mobile	Write only 10 Digit Mobile Number. If multiple mobile numbers are given write each Mobile Numbers separated with comma (,) and space ().
E-Mail ID	Write E-Mail ID as given in the resume. If multiple E-Mail IDs are given write each E-Mail ID separated with comma (,) and space ().

SSC Result	Write Result as per below preference: <ul style="list-style-type: none"> - Percentage - Grade - Division / Class - If mentioned Passed then write PASS
SSC Board/University	Write the Board/ University Name. No School / College Name should be written.
SSC Passing Year	Write Passing Year only without mentioning the Month or Date.

HSC Result	Write Result as per below preference: <ul style="list-style-type: none"> - Percentage - Grade - Division / Class - If mentioned Passed then write PASS <p>Write Diploma details in HSC. If the resume contains both HSC and Diploma details then write both results separated with comma (,) and space ().</p>
HSC Board/University	Write the Board/ University Name. No School / College Name should be written. <p>Write Diploma details in HSC. If the resume contains both HSC and Diploma details then write both Board/University separated with comma (,) and space ().</p>
HSC Passing Year	Write Passing Year only without mentioning the Month or Date. <p>Write Diploma details in HSC. If the resume contains both HSC and Diploma details then write both Passing Year separated with comma (,) and space ().</p>

Graduation Degree	Write Degree Name as per the Resume. If candidate is still pursuing the degree write same as given in resume. <p>If the resume contains multiple graduation details then write all Degree separated with comma (,) and space ().</p>
Graduation Result	Write Result as per below preference: <ul style="list-style-type: none"> - Percentage / SPI / CGPA / Points - Grade - Division / Class - If mentioned Passed then write PASS <p>If the resume contains multiple graduation details then write all Results separated with comma (,) and space ().</p>
Graduation University	Write the University Name. No College Name should be written. <p>If the resume contains multiple graduation details then write all University separated with comma (,) and space ().</p>
Graduation Year	Write Passing Year only without mentioning the Month or Date. <p>If the resume contains multiple graduation details then write all Passing Year separated with comma (,) and space ().</p>

Post-Graduation Degree	<p>Write Degree Name as per the Resume. If candidate is still pursuing the degree write same as given in resume.</p> <p>If the resume contains multiple post-graduation details then write all Degree separated with comma (,) and space ().</p>
Post-Graduation Result	<p>Write Result as per below preference:</p> <ul style="list-style-type: none"> - Percentage / SPI / CGPA / Points - Grade - Division / Class - If mentioned Passed then write PASS <p>If the resume contains multiple post-graduation details then write all Results separated with comma (,) and space ().</p>
Post-Graduation University	<p>Write the University Name. No College Name should be written.</p> <p>If the resume contains multiple post-graduation details then write all University separated with comma (,) and space ().</p>
Post-Graduation Year	<p>Write Passing Year only without mentioning the Month or Date.</p> <p>If the resume contains multiple post-graduation details then write all Passing Year separated with comma (,) and space ().</p>

Highest Level of Education	Write Highest Level of Education of the candidate.
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Total Work Experience	Calculate the Total Work Experience from the resume. Write in Months or Years. Do not calculate training in the Work Experience. Write 0 for Freshers.
Total Companies Worked for	Write number of companies, the candidate has worked for. Write 0 for Freshers.
Last/Current Employer	<p>Write as per the below preference.</p> <ul style="list-style-type: none"> - Company Name of currently working company. - Company Name of Last working company.