**RUDRA PRASAD J**

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**RESUME**

**OBJECTIVE:**

To delegate my prolonged clerical experience gained from various sorts of Army Battalions/ installations and cultural/ language exchanges from different geographical locations of country, I am looking for a profession, which is worth to prove my mettle & calibre as well as to serve the Company in a better manner to achieve its desired goals and targets.

**EDUCATIONAL QUALIFICATION:**

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| **COURSE** | **COLLEGE** | **AVERAGE%** | **YEAR OF COMPLETION** |
| MA  (Public Administration) | Karrnataka State Open University (KSOU)  Mukhta Gangotri, Mysore  PIN-570006 | 80.18% | 2015 |
| BA  (Sociology) | Indira Gandhi National Open University (IGNOU),  Maidan Garhi, New Delhi  PIN-110068 | 67% | 2013 |
| 10 + 2  (Pre University College)  (PUC) | Sri Kongadiyappa Pre University College,  Doddaballapur-561203  Bangalore Rural District | 53.50% | 2002 |
| SSLC (10th) | Sri Kongadiyappa High School,  Doddaballapur-561203  Bangalore Rural District | 67.33% | 2000 |

**EXPERIENCE:**

1. **Uttar Pradesh (Ayodhya) (06 August 2003 to 31 December 2005)**. On completion of military and professional training within a span of one year from joining, I worked in the Pension Group of The Dogra Regiment. I performed the duties of handling the pensioners & their grievances, processing of pension documents of soldiers and pension claims with the Pay Account Office as well as maintenance of precedents & documents of Martyrs, Veterans & Pension Holders.

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2. **Madhya Pradesh (Jabalpur) (01 January 2006 to 31 October 2007)**. I dealt with Information Technology Grant (IT) which is meant for automation of Army Offices through Civil Vendors. My primary role was expending the IT grant allotted from Higher Headquarters to our organisation (Headquarters Madhya Bharat Area). In order to expend the allotted money, I placed the Request for Proposal to all vendors (For example HP, HCL, PCS, ACER etc.) to submit their price list of items required by us. On receipt of RFP, a board of officers have been convened to finalise the Lowest Vendor to place the Supply Order and make the necessary payments accordingly.

3. **Jammu & Kashmir (Poonch Secotor) (01 November 2007 to 30 November 2009)**. With a preliminary exposure to Counter Insurgency/ High Altitude Area alongwith working in proximity to Pakistan Border, I tasked to handle the Military Operations, Training and Enemy Intelligence subjects. My role was to prepare the necessary reports relevant to Military operations conducted by our Battalion against the Enemy/ Terrorists in consultation with my next level Officer and submitting the same to higher Headquarters. Although, look after the documentation of operational relevant infrastructure projects and troops training activities.

4. **Punjab (Jalandhar) (01 December 2009 to 28 February 2011)**. I entrusted with the responsibility of planning and conduct of training programmes to troops and maintenance of Firing activities as per the available firing ranges in our jurisdiction. Apart from the above, look after the staff duties & peace time operational oriented training programmes and working out the logistics requirements in case of contingency has been performed.

5. **Jammu & Kashhmir (Doda & Kishtwar Sector) (01 March 2011 to 30 Apr 2014)**. With a second exposure to Counter Insurgency Area and High Altitude Area on above 8000 feet from sea level, I performed the following duties :-

(a) Dealt with the documentation of infrastructure projects meant for civilians out of Army Welfare (Formerly called as “Operation Sadbhavana”) projects. In the ambit of allotted funds, Planning the project in consultation with civilian establishment as well as taking approval from the higher Army echelons to facilitate the project. Submitting the documents to relevant Headquarters for perusal and approval with permission of utilizing the funds for execution of project.

(b) Dealt with the Human resources aspects of troops. Documentation, pay and allowances and personal grievances. Almost, 1000 persons documentation responsibility held on my shoulders at that juncture.

6. **Uttar Pradesh (Ayodhya) (01 May 2014 to 30 June 2016)**. I performed with the documentation of Promotion Upgradation aspects of Troops. Maintenance of Seniority, allocation of vacancies, postings & grant of promotion to the concerned persons with respect to creation and availability of vacancies.

7. **Bhutan (Deputation to Foreign Country) (01 July 2016 to 31 August 2018)**. On deputation to Bhutan from the Indian Army in the High Altitude Areas of Himalayas (above 11000 feet from sea level) with proximity to China Border, I tasked to process the documents with the Indian Government (Ministry of Defence) to obtain the sanction and release of Ration, Logistics and Transport facilities to Royal Bhutan Army (RBA) and Indian troops residing in that country. As an additional responsibility, planning & provision of vehicles for movement of troops & goods were also handled.

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8. **Punjab (Gurdaspur, Tibri Cantonment) (01 September 2018 to 29 February 2020)**. Tasked to deal with the Administration of the Battalion, Disciplinary Aspects, Welfare Measures, Human resources with Man Management, Training of Troops & Peace time Operational Oriented documentation activities.

**Subjects Studied :**

**Bachelor of Arts :**

The Study of Society **(ESO-11)**

Society in India **(ESO-12)**

Sociological Thought **(ESO-13)**

Social Stratification **(ESO-14)**

Society & Religion **(ESO-15)**

Social Problems in India **(ESO-16)**

Indian Economic Development : Issues & Perspectives **(BECE-2)**

Foundation Course in Science & Technology **(FST-1)**

Indian Administration (**BPAE-2)**

Office Organisation & Management **(AOM-1)**

Secretarial Practice **(ASP-1)**

Foundation Course in Humanities & Social Sciences **(BSHF-1)**

English **(FEG- 1 & 2)**

**Master of Arts :**

Modern Governments

Public Administration (Nature & Concepts)

Administrative Theory

Organisation and Management

Indian Political System

Personal Administration

Development Administration

Financial Administration

Indian Administration System

International Organization & Administration

**PUC** **:** Physics, Chemistry, Mathematics, Biology, Kannada, English

**LANGUAGE KNOWN:** Kannada, English, Hindi, Telugu

**ADDRESS :** “PRAKRUTI NILAYA”, 13th WARD

9th CROSS, BHUVANESHWARI NAGAR

DODBALLAPUR-561203, BANGALORE (R) DISTRICT

KARNATAKA

**HOBBIES :** READING NOVELS.

**STRENGTH :** PERSEVERENCE

**DECLARATION:**

I hereby declare that the above mentioned particulars are true to the best of my knowledge.

**Place :** Doddaballapur **(Rudra Prasad J)**