**CSRBOX I Expression of Interest I Application Form**

**Personal Information**

Your Full Name I

Email I

Mobile No. I

Native City and State I

Current Location I

Current Employer I

Duration with the

current employer I (In Months)

Total relevant experience I (In Months)

Notice Period I (In Days) (Negotiable:Yes/No)

Current CTC (INR) I

Expected CTC (INR) I

**Academic and Professional Information**

Highest Degree I (mention if any specialization)

Institute/University

Second Highest Degree I

Institute/University I

Sr. Secondary Exams. I Percentage of marks

Secondary Exams. I Percentage of marks

Language (write/read/speak) I 1. 2. 3.

**Your role and specific deliverables in the current organization?**

1. Designation, reporting and team size
2. Your specific roles and responsibilities (highlighting internal and external stakeholders)
3. Key deliverables in your current role
4. Your key achievements that has helped in the growth of the organization. You may choose to elaborate a few problems/ideas that you have worked on to get us real-life insights.
5. Enlist (with key points) key research projects that you have handled? Specify your role in each of the projects?
6. Specify which of the following are applicable in your current portfolio and what role and engagement do you have. Please elaborate against the each applicable point.
   1. Working on new ideas for the organization’s portfolio and revenue streams.
   2. Brainstorming with the top management on organization’s growth trajectory, innovations and strengthening the current portfolio.
   3. Travel for client meetings, ideation with sector experts, representing the organization on various forums, interaction with peers etc.
   4. Research design
   5. Data collection and analysis
   6. Report writing
   7. Research proposal development
   8. Research article and other publications
   9. Field work
   10. Proofreading
   11. Presentations Design and Delivery
   12. Client interaction/donor interaction for research related work
   13. External stakeholder engagement
   14. Meeting domain experts and interaction on the subject-matter
   15. Hosting workshops/events
   16. Delivery of training to subordinates or others
   17. End to end management of research project
   18. Team management

**Please elaborate on your role, responsibilities etc in organizations prior to the current one? Elaborate on specific achievements related to each role that you have been part of?**

**What are the two most exciting assignment/research projects or ideas that you have worked on in your career and what was so unique or exciting about these?**

**Personality and Ambitions**

1. What type of role and level of responsibilities you are exploring for yourself? (At least 50 words)
2. What are your key strengths, an an employee, that can help an organization to bank on you?
3. If you are given an idea to develop it as a research proposal cum concept note and then further develop the research project, will you be able to handle that and do you have any prior experience on this?
4. **Rate yourself on the followings (select as applicable: Best, Good, Average, Below Average, Never Tried)**
   1. Written communication (English)
   2. Verbal communication (English)
   3. MS-Excel and Data Intelligence
   4. Working on research concept
   5. Concept note development
   6. Research proposal writing
   7. Research report writing
   8. Research project management
   9. Creative writing, concept document development
   10. Presentations and group engagement
   11. Writing press releases
   12. Events planning and execution
   13. Managing Team
   14. Time management
   15. Awareness about Aspirational districts
   16. Knowledge of CSR rules in India
   17. Knowledge of the UN SDGs

Note: Please add any other information or achievement that you think is relevant and can help us understand you better.

**Important: If there is any report, publication, document or link that can help us judge your expertise/capabilities etc. please share the direct link above or share the Google drive link.**

**Please rename the file with yourname\_Research-SDGs\_CB before sending to us.**

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