

**APPLICATION FORM FOR THE POSITION OF .....**

1. **Full Name of the candidate**(In Block Letters):
2. **Father's/Husband' s Name :**
3. **Gender:**
4. **Maritial Status**
5. **Nationality :**
6. **Permanent Postal Address** (attach a copy of evidence):
7. **Current Address:**
8. **Mobile No.:**
9. **Mobile No. (WhatsApp messenger) :**
10. **Email ID :**
11. **Date of Birth** (attach a copy of evidence)(dd/mm/yyyy):
12. **Age** (As on 1<sup>st</sup> January, 2022) : \_\_\_\_ Years \_\_\_\_ month(s)
13. **Current Designation:**
14. **Current Employer's Full Address with contact email and phone number:**  
.....



15. **Educational Qualification** (attach copies of certificates):

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	HSLC					
2.	HS					
3.	Graduation					
4.	Post graduation					
5.	Others (if any)					

16. **Training details relevant to the position applied** (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

17. **Total Professional Experience :** \_\_\_\_ Years \_\_\_\_ month(s)

18. **Details of Professional Experience** (Starting from latest \*\*) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Last net salary drawn (per annum)	Summary of Services provided

\*\* Attach latest salary certificate.

19. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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20. Languages proficiency:(please tick √)

Sl.	Language	Read	Write	Speak

21. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

22. Names and Addresses of two persons from whom we may seek reference about you:

*(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)*

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

23. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

<p><b>Declaration:</b> I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief.</p>          <p>Date : _____</p> <p>Place : _____</p>	<p style="text-align: center;">Signature of the Candidate</p>
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**IMPORTANT Notes:** Candidates shall complete this application **strictly** as per the above format, along with self-attested copies of testimonials/certificates. Application not in above format will be rejected.