

## APPLICATION FORM

Post Applied For: \_\_\_\_\_

Paste Recent  
Passport Size  
Photograph

### 1. PERSONAL DETAILS

Name of the Candidate	_____	_____
	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile/Phone No.		
Telephone-Residence		
Telephone-Office		
Email Id.		
Date Of Birth: ( <u>DD/MM/YY</u> )		
Category: ( <u>ST/SC/General</u> )		
Sex: ( <u>Male/Female</u> )		

### 2. EDUCATION QUALIFICATION (Recent First)

Qualification	University/ Institution	Main Subjects	Completion Year	Division/ Grade	Marks %

**3. OTHER QUALIFICATION/TRAINING**

Course Name	Duration	Institution	Course Details

**4. EMPLOYMENT/WORK EXPERIENCE DETAILS**

Name & Address of Employer( with contact no.)	Designation (Reporting Authority)	Duration		Experience		Key Performance indicators regarding the relevant experience	Achievement against the KPIs mentioned in column no. 7 for the mentioned duration in col. 5-6.
		From	To	Years	Months		
1	2	3	4	5	6	7	8
<b>Total Experience</b>							

Note: Mention specific relevant details of experience possessed by candidate which are relevant for the applied post in column no. 7. (Add space if required) Short listing of candidature will be based on relevant/matching experience only)

**5. KEY COMPETENCIES/SKILLS**

S.No.	Computer Skills	Detail
	<b>Other Skills/Competencies</b>	

**6. LANGUAGE PROFICIENCY (Please Tick The Appropriate Column)**

Language	Ability To Converse			Ability To Read			Ability To Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Other (Please Specify)									

**7. ANY OTHER INFORMATION** (May Be Provided By Applicant To Strengthen Candidature)

--

**8. REFERENCE** (Two Persons To Whom You Have Professionally Reported)

Reference 1 ( <u>Name, Official Address, Phone &amp; Email</u> )	Reference 2 ( <u>Name, Official Address, Phone &amp; Email</u> )

**9. DECLARATION**

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:

Place:

(Signature of the Applicant)