**APPLICATION FORM**

**Name of the Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position applied for:--------------------------------------------------------------------------------------------**

*Please affix a recent passport size photograph*

1. Name of the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **A.** Present Postal Address with *Pin Code*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Phone* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*e-mail* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B.** Permanent Residential Address with *Pin Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Phone #*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*e-mail* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age in years **(as on 26.04.2019)** \_\_\_\_\_\_\_\_\_
2. If belonging to SC/ST/OBC, state name of the Caste/Tribe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 A photo copy of the original caste certificate issued by competent authorities may be attached.

1. (a) Academic Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination Passed** | **Year of Passing** | **Board / University** | **Core Subject(s)** | **Percentage of marks obtained** |
| SSLC / X |  |  |  |  |
| HSC / XII |  |  |  |  |
| Bachelor’s Degree |  |  |  |  |
| Any other degree |  |  |  |  |

1. Professional Qualifications (please provide details of technical training underwent. These may include formal training courses in computer applications, office automation, typewriting, stenography, office accounting, HR, etc):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of the Training Course****(PG Diploma, Degree, Diploma, or Certificate)**  | **Examination Passed** | **Year of Passing** | **Board / Council / University** | **Percentage of marks obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 (c) Creative Achievement (State briefly your bio data with relevant experience in office administration and professions). Furnish this information in a separate sheet.

1. Employment held so far *(up to date):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Employer** | **Position held** | **Period****From To** | **Emoluments per month** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Training workshops, seminars, capsule courses, etc attended. Details may be given in a separate sheet.
2. Proficiency in languages [Please tick relevant entries in the table below]:

|  |  |
| --- | --- |
| **Language** | **Proficiency Level** |
| **Speak** | **Read** | **Write** |
| English |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Extracurricular activities.

11. Name, Complete Postal Address and Phone Number of TWO referees should be given below.

12. Certified that information furnished above are correct to the best of my knowledge.

**Place: Date: (Signature of the Applicant)**