

## APPLICATION FORMAT

Affix recent  
passport size  
self attested  
photograph.

POST APPLIED FOR: \_\_\_\_\_

Please fill all fields in all parts of the form, wherever information is not applicable, mention NA.

### Details of the Applicant

**[Name and Address should be in Block Letters]**

|  |   |   |           |                     |
|--|---|---|-----------|---------------------|
| Name   | [Last]:                                 | [First]:                                  | [Middle]: |                     |
| Father's Name  | [Last] :                                | [First]:                                  | [Middle]: |                     |
| Date of birth  | DD/ MM/ YYYY:                           | Age (as on 01.01.2020 in Years & Months): |           |                     |
| <u>Communication Address:</u>  |   |   |           |                     |
| <u>Permanent Address:</u>  |   |   |           |                     |
| Telephone No. with STD Code<br>[Residence]   | Telephone No. with<br>STD Code [Office] | Mobile                                    | E-Mail    |                     |
| Gender   | Marital Status                          | Nationality                               | Religion  | Home Town and State |
| <u>Whether SC / ST / OBC (Non-Creamy Layer)/ PWD/PH,Ex-Servicemen/ Minority/General:</u> |   |   |           |                     |

**Educational / Professional Qualification [Starting from Class – X onwards]\***

| Name of the qualification | Specialization | Duration (in Years) | Month & Year of Passing | University / Board/ Institute | Regular Course<br>Y/N | % of Marks |
|---------------------------|----------------|---------------------|-------------------------|-------------------------------|-----------------------|------------|
|                           |                |                     |                         |                               |                       |            |
|                           |                |                     |                         |                               |                       |            |
|                           |                |                     |                         |                               |                       |            |
|                           |                |                     |                         |                               |                       |            |

**# Note: In case the marking scheme is in Grade, please provide the equivalent percentage**  
**# Self attested proof of educational /professional qualifications should be attached.**

**Work Experience (Mention all past employment starting from present employment) \***

| Organization Name | Organization Type<br>(Govt/Private/ PSU/ Autonomous) | Post held | Duration of employment  |                       |                               | Job Profile | IDA/CDA Pay scale or CTC per annum |
|-------------------|--|-----------|-------------------------|-----------------------|-------------------------------|-------------|------------------------------------|
|                   |  |           | From<br>(Month - Year ) | To<br>(Month - Year ) | Total Period<br>(Month -Year) |             |                                    |
|                   |  |           |                         |                       |                               |             |                                    |
|                   |  |           |                         |                       |                               |             |                                    |
|                   |  |           |                         |                       |                               |             |                                    |
|                   |  |           |                         |                       |                               |             |                                    |
|                   |  |           |                         |                       |                               |             |                                    |

**#Proof of work experience (self attested) should be attached.**

|   |
|---|
| Total post qualification work experience as on 01.01.2020:..... |
| <b>Any Other Information:</b>                                   |
|   |

**Languages Known:**

| <b>Languages</b> | <b>Read</b> | <b>Write</b> | <b>Speak</b> |
|------------------|-------------|--------------|--------------|
|                  |             |              |              |
|                  |             |              |              |
|                  |             |              |              |
|                  |             |              |              |

**I hereby certify and declare that:**

1. I am an Indian National.
2. I have read the provisions given in the advertisement.
3. All Statements made and information given by me in the application are true, complete and correct to the best of my Knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the exam or interview or appointment, action as deemed fit could be taken against me by the company and my candidature/appointment shall automatically stand cancelled/ rejected/terminated.
4. I further declare that I fulfill all the conditions of eligibility regarding age, educational or professional / technical qualification, etc prescribed for the post applied. The essential qualifications as prescribed are possessed by me, the Proof of which have been enclosed.

**Undertaking:** I have gone through the advertisement and the general Conditions mentioned therein and fulfill the conditions/ requirements specified therein.

I hereby accept and confirm the undertaking.

Date :

Place:

Signature of the candidate