Application Form

Affix passport size photo

Name of the Post Applied for	
1	Name (in Block Letters)	
2	☐ Father's / ☐ Spouse Name	
3	Permanent Address (please mention the Pin Code, Post Office, Police Station name along with the address) (Attach Proof of Address)	
4	Correspondence Address (please mention the Pin Code, Post Office, Police Station name along with the address)	
5	Mobile Number	
	Email Id	

6	Date of Birth & Age **(as on last date of submission)** (Attach Birth Certificate / HSLC / 10th Admit Card / PAN Card)	DD	MM	YYYY	Age :

7	Nationality	
8	Marital Status	

9	Details of Education/Professional/Technical Qualification (Attach Certificate & Marksheet)					
	Qualification	Subject / Honors	Board / University	Year of Passing	Marks obtained	Percentage / CGPA
a	10th / HSLC					
b	12th / HS					
c	Graduation					
d	Post Graduation					
e	Any other					

10	Details of Relevant Experience (Attach Certificate indicating the relevant experience) :			
	Organization Name	Designation	Period of Engagement	Nature of duties in Short
a				
b				
c				
d				
e				

11	Knowledge of IT applications and Computer Skills (MS word, Excel, Power Point, Tally etc. (Attach certificates)

12	Details of present employment, if any indicating the duties and responsibility in details :

| 13 | 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 in a Professional and/or academic capacity during the last 3 years) |

SI	Name of the person & Designation	Address	Phone No.	E-mail Id
1.				
2.				

14	Any other information relevant to the Post, if any

Declaration: I hereby declare that all the information furnished above is true, correct & complete to the best of my knowledge & belief.

Signature of Candidate

List of Enclosures
(Please answer yes if document is enclosed)

SI	Name of Document (self Attested)	Enclosed (Yes / No)	No of Pages	SI No
1	Permanent Address Proof			
2	Proof of Date of Birth			
3	Mark sheet and Certificate -10th / HSLC			
4	Mark sheet and Certificate -12th / HS			
5	Mark sheet and Certificate – Graduation			
6	Mark sheet and Certificate – Post Graduation			
7	Mark sheet and Certificate of any other qualification, if any			
8	Experience Certificate			
9	Mark Sheet and Certificate of IT and Computer Skills			
10	Any other Documents (mention the document name):			

Note :
1. Candidates are requested to mention the numbers of Documents submitted and the documents to be numbered serially and to mentioned in the sl no. column.
2. The candidature of candidate will not be considered in case of submission of application without full supporting documents. All pages of this application and supporting documents need to be duly signed / self attested.
3. Candidates may add separate row(s) in case of need to incorporate more educational and experience details.

Date: **Signature of Candidate**

Place: