

Candidates appearing for the Walk-in interview are requested to bring a filled copy of the application form on the date of interview.

**Important Note:** Candidates having the relevant post qualification experience are only eligible for the interview for all the positions. Hence, candidates are requested to verify their post qualification experience prior to applying for the position.

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

1. **Full Name of the candidate** (in Block Letters):
2. **Father's/Husband's Name:**
3. **Mother's Name:**
4. **Gender:**
5. **Marital Status:**
6. **Nationality** (attach a copy of evidence):
7. **Permanent Postal Address** (attach a copy of evidence):
8. **Police Station:**
9. **Current Address:**
10. **Mobile No.:**
11. **Email ID:**
12. **Passport No.** (If available) (Attach a copy): .....
13. **Date of Birth** (attach a copy of evidence) (dd/mm/yyyy):
14. **Age** (As on 1<sup>st</sup> April, 2025): \_\_\_\_ Years \_\_\_\_ month (s)
15. **Current Designation** (if employed):
16. **Current Employer's Full Address with email and phone number:**
17. **Educational Qualification** (attach copies of certificates):

Paste self- attested  
Recent Passport  
Photo

Sl. No.	Examination	Subject	Year of Passing	Name of College	Name Board/University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post-graduation					
3.	Others (if any)					

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

Sl. No.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			
4.			

5.			
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19. Total Professional Experience: \_\_\_\_\_ Years \_\_\_\_\_ month

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

Sl. No.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided

\*\*Attach latest salary certificate.

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

22. Language proficiency:(please tick✓)

Sl.	Language	Read	Write	Speak

23. Computer proficiency:

Sl. No.	Program/Software/Applications	Excellent	Good	Average

24. Name and Address 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 5years)

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

25. Do you have any criminal or corruption charges against you?(If yes furnish details)

26. Have you ever been arrested, indicted or summoned into court as defendant

**in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)**

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

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Director would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date:

Signature of the Candidate

Place:

**Important Notes:**

- 1. Candidates shall complete this application in not more than 10 pages strictly as per the above format, along with self-attested copies of testimonials/certificates (not more than 15 pages), evidencing that he/she is qualified to perform the services. *The complete application along with certificates/testimonials shall not be more than 25 (twenty-five) pages or else the application may not be considered.***
- 2. While self- attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self-attested copies of certificates/ testimonials relating to Educational Qualifications and Trainings shall be rejected.**

**Tabulation Sheet**

**Name of the Position:** \_\_\_\_\_

*Important Note: Candidates having the relevant post qualification experience are only eligible for the interview for all the positions. Hence, candidates are requested to verify their post qualification experience prior to applying for the position*

Name of the Candidate	Date of birth	Age as on 01-01-2025	Essential Qualification for the position	College/University	Experience	
					Essential Post qualification experience as mentioned in the TOR for the positions (Mention the period and respective organization)	
					Period	Name of the Organization

**Total years of Experience:**

**I hereby declare that the information provided above is true and correct.**

**Signature of the candidate**