

APPLICATION FORM FOR THE POST (TO BE FILLED IN BY THE APPLICANT)

Post applied for:

Subject1:

Subject2:

1. Name:	First	Middle	Last
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2. Father's/Spouse Name: First Middle Last

Name of organization, place and position

3. Father's/Spouse Occupation:

4. Gender :

5. Present Address:

a. Address Line1:

b. Address Line 2:

c. City:

d. PIN:

e. State:

f. Country:

g. Tel No (Res):

h. (Off):

i. Mobile No:

j. Alternate No:

k. E-mail:

6. Permanent Address (if not same as present address):

a. Address Line 1:

b. Address Line 2:

c. City:

d. PIN:

e. State:

f. Country:

g. Tel No (Res):

h. (Off):

i. Mobile No:

j. Alternate No:

k. E-mail:

7. Birth Details

a. Date of birth: _____ Age: _____ Years _____ Months _____ (Age on next birthday)

b. Place: District: State:

8. Domicile:

Name the State where you normally reside	Nationality	Mother Tongue
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9. Family Details:

a. Are you Married :

If yes, spouse Name:

b. Dependents Detail:

i. Children: (B)

Age

(G)

Age

ii. Parents:

iii. Others:

iv. Total:

10. Languages:

a. Speak

b. Read

c. Write

11. Educational Qualification: (Give details of all the Major Exams, commencing with High School or Equivalent Exam qualified through any board, University (In reverse chronological order i.e. Highest First)

Exam or Degree	School/ Board/ College/University	Place	Division	Percentage	Subjects	Year of passing

12. Knowledge of Computer Applications

a. Name and duration of courses undergone in Computer Application:

Name of the Course	Institute	Place	Duration in months

b. Do you use computer in day to day work:

c. Your working knowledge in

MS Word

MS Excel

MS Power Point

13. Achievements in extra/co-curricular activities:

Activity	Level Participated	Year of Participation

14. Work Experience: (In reverse chronological order i.e. latest first)

Organization	Period		Experience (within organization, years and months)	Position	Reason for leaving	Total Emoluments
	From	To				

Total Work Experience: year months

Please note that you will be requested to submit experience certificate, if selected.

15. Health
(a) Health Condition (Indicate in case of any ailment)

(b) Disability if any (Give Details)

16. References: Two responsible individuals who are not related to you, whom reference can be made.

A. Name:	B. Name:
Address:	Address:
Occupation:	Occupation:
Position:	Position:
Telephone no:	Telephone no:
Mobile No:	Mobile No:

17. Salary: What minimum emoluments do you expect?

18. Joining Date: If selected, when can you join?

19. Additional Information: Write here any additional information you wish to give

20. PAN Card Number: Aadhaar Card Number:
21. Passport Details:
- a. Passport No: Valid up to: Place of issue:
22. Present Monthly Emoluments
- a. Basic Pay :
- b. Grade Pay :
- c. Dearness Allowance :
- d. HRA :
- e. Conveyance/Allowance :
- f. LTC :
(LTC per annum ÷ 12)
- g. Medical :
(Medical per annum ÷ 12)
- h. Other Financial Benefits :
- i. Total (Gross Per Month) :
- j. Other Benefits :
23. Have you ever appeared for interview in the Organization?
(If your answer is yes, please indicate place, post and date of interview and the result thereof)
- 24.
- a. Have you ever been arrested/ Convicted by any court?
- b. Is any criminal proceeding pending against you in any court?
- c. Are you a member of a political party?
- (If the answer to a,b or c above is yes, kindly give details for the same)

I hereby declare that all information and particulars given by me in this form are true and correct. If any of the above statements made by me are at any time found to be untrue and/or incomplete or if any information is found to have been suppressed or omitted there from by me, I am liable to be disqualified for employment and I accept the organization's right to terminate my service without notice or pay in lieu of notice without any other compensation.

Date

Kindly upload scanned signature

Note:-

1. Please do not bring original or copies of degrees, certificates, testimonials for the interview, if called for the interview.
2. The originals will be checked & verified after selection, before issuing appointment advice.
3. Only shortlisted candidates will be called for interview.

(Not to be filled in by the applicant)

NOTES OF INTERVIEWER

Offer Details :-

ORDER

Competent Authority

REMARKS, IF ANY