

Advt. No. and Date.....
APPLICATION FOR THE POST OF

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APPLICATION FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT

| SNO | Particulars | |
|------------|--|--|
| 1 | Name (in Block Letters) | |
| 2 | Father's/Mother's/Husband's Name | |
| 3 | Gender | |
| 4 | Date of Birth (DD/MM/YYYY) Age in Yrs./Months. As on the date of Advertisement | |
| 5 | Whether Belongs to SC/ST/OBC/PWD/Others | |
| 6 | Highest Qualification | |
| 7 | Total Post Qualification work experience as on the date of Advertisement | |
| 8 | Date of Retirement /Separation from the last employment | |
| (i) | Name of the Company /Department (working/retired) | |
| (ii) | Whether CPSE / STATE PSU / GOVT. Department / Reputed /Large Private Sector Organization | |
| (iii) | Post Currently held on Regular (Substantive) basis with Pay Scale, Level and Grade Pay (Under IDA & CDA Pay Scales) or on the Date of Retirement / Separation. | |
| 9 | Present Address for Communication | |
| 10 | Permanent Address | |
| 11 | Contact Mobile No. Alternate contract No. | |
| 12 | E-mail id | |
| 13 | AADHAR Number/PAN Number | |
| 14 | Details of Application Fee Remitted | |
| 15 | Mode/DD No./DD Date/Bank Details | |

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16. EDUCATIONAL QUALIFICATIONS :

| S.No | Qualification from 10 th Class onwards | % of Marks obtained/CGPA | Year of Passing | Name of School/ College | Affiliated Institute/university |
|------|---|--------------------------|-----------------|-------------------------|---------------------------------|
| | | | | | |
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17. PARTICULARS OF EXPERIENCE :

| Name of the Company Organisation | Post Held | Period of Employment | | Pay Scale/ Level&Grade | CTC (in Rs.) in the other cases | Major Responsibilities |
|----------------------------------|-----------|----------------------|----|------------------------|---------------------------------|------------------------|
| | | from | To | | | |
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Additional relevant information, if any, which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary)

DECLARATION

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of the Candidate

Place:

Date:

Documents to be enclosed (which ever applicable)

- ❖ Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate/Birth Certificate).
- ❖ Educational Certificates - Mark sheets & Degree (Diploma, Graduation, Post -Graduation).
- ❖ Work experience -
 - (A) Joining -Relieving Letter from Company/Organisation.
 - (B) Experience /Service Certificate /Salary statement/Bank statement issued by company/Organisation. (It should indicate date of joining and date of relieving from each organization where worked).
 - (C) Salary Certificate together with ITR or Form-16 A issued by present / past employer(s).
- ❖ Caste Certificate in case of candidates belonging to reserved category.

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