



APPLICATION FORM

Post Applied for: <i>(Note: Attach Bank Draft)</i>		Attach a Self Attested Photograph (3cmx4cm)			
1. First Name:	Last name:				
2. Date of Birth: (Certificate of proof to be attached)	3. Sex:				
4. Present Contact Address:	5. Permanent Telephone No: (STD Code) Number				
6. Permanent Contact Address:	7. Present Telephone No: (STD Code) Office Number.				
8. Email Address:		9. Mobile No:			
10. Computer Literacy: Mention all software(s) known / used					
11. Education: High school onwards, please list all your qualifications					
Degree	Institute/Board	Year	Division/ Marks (%)	Subjects	Full/ Part Time / Distance Learning
Matriculation					
+2 (Arts/Sci/Comm)					
+3 (Arts/Sci/Comm)					
P.G. (Specialisation)					
Professional					
Others					
12. Employment Record :					
Total years of post qualification experience :					
Years of experience in Government :					

13. Level of Proficiency in computers

MS Office Program	Ability to Use		
	Poor	Fair	Good
MS WORD			
MS POWER POINT			
MS EXCEL			
MS ACCESS			
Other (please specify _____)			

14. Employment History: (Use separate sheets if required)

Starting with your present employment, list in reverse order all the employments you have had in the space below :

Organisation	Designation	Key Responsibilities	Period

15. Current Employment

Job Description:	
Emoluments and other allowance of any	

20. Understanding of Job; Skills, Interests and Experience of Relevance to your Application:
Please read the Job Description available at the end of this form and use this page to describe why you are suitable for the position. (within 200 words)

21. Referees: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference

	<u>Referee 1</u>	<u>Referee 2</u>
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Place:

Date:

Signature of the Applicant