

APPLICATION FORMAT

**Passport
Size
Photograph**

1. Post Applied for: _____

Notice No.: _____ (please refer to Notice)

(Separate applications are to be submitted for each position applied)

2. BIO-DATA:

Name of the Applicant:	
Father's / Husband Name:	
Mother's name:	
Marital Status: (Married/Unmarried)	
Date of Birth:	
Address	
Present/Communication Address:	
E-mail address:	
Telephone/Mobile No.:	

3. ACADEMIC /TECHNICAL QUALIFICATION (Starting from the most recent qualification in chronological order):

a. Qualifying qualification for the position:

Period		Examination / Course	Subjects	%age of Marks obtained	College/ Institution	Board/ University
From	To					

b. Other qualification:

Period		Examination / Course	Subjects	%age of Marks obtained	College/ Institution	Board/ University
From	To					

4. Experience (Starting from the most recent experience in chorological order):

a. Qualifying experience for the position:

Month & Year		Designation held	Organization Name with Location	Job Profile	Documents attached
From	To				

Experience after essential qualification shall be counted for essential experience

b. Other Experience:

Month & Year		Designation held	Organization Name with Location	Job Profile	Documents attached
From	To				

5. Proficiency in computer (software you are able to use and any formal qualification in computer) or any course done.:

6. Publication authored/contributed (please provide the list):

7. Extra Curriculum activities/interests:

8. Mention any other information which you think should be taken in to account in considering your application. For example, any distinction/Award/Certificates obtained and any notice etc.:

9. Enclosures in support of:

1. Essential qualification:

i.

ii.

iii.

2. Experience:

i.

ii.

iii.

3. Other enclosures:

i.

ii.

iii.

(Please attach self attested photocopies in support of above such as for age, academic qualifications, experience, awards/certificates, publications etc., CV may also be attached)

10. I am hereby applying for the position mentioned at S. No. 1.

11. I hereby, certify that all above information is true and correct to the best of my knowledge, I understand that in case any of the above information, if found to be incorrect, my candidature is likely to be cancelled.

Date: ____/____/____

Signature of Applicant

Place: _____

Name of Applicant: _____

(Note: The format may be used for typing the application and additional sheets if required, may be added.)

(Unsigned application shall be summarily rejected)