

**Application Format for the post of HR Assistant on contract basis for posting at
Location.....(State Name) vide - Advt. No. C-05 / 2026**

1. Name in full (In Block letters) : _____
2. Father's Name : _____
3. Date of Birth (DD-MM-YY) : _____
4. Community (SC/ST/OBC/EWS/Gen): _____
5. Religion : _____
6. Marital Status -Married/Unmarried
(If Married, mention Spouse Name): _____
7. Whether any of your Relative is working/worked in Ircon- Yes/No
If Yes, please provide following details:

Affix self-attested
 Passport size
 Photograph

Name _____ Designation _____

Place of Posting _____ Relationship _____

Nature of Employment: Regular/Contractual/Service Contract/Deputation/Tenure (please tick).

8. Whether belong to Minority : Yes / No _____

9. Last/Present Organization : _____

(Please tick)	Govt. (Central/State)	PSU	Auto. Bodies	Others
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- 10.

Correspondence Address	Permanent Address
_____	_____
_____	_____
_____	_____
State _____ Pin _____	State _____ Pin _____

11. Contact Number with STD Code : _____

12. E-Mail Address : _____

13. Qualifications (Academic & Professional):

Exam Passed	Year of Passing	Name of the Inst./University	Marks obtained	Max. marks	%age of marks

14. Work Experience as on 01.02.2026 (From latest to first)

Please give the detailed experience. Attach copy of **Experience Certificate(s)** or acceptable **proof of joining & relieving** in support of experience.

Post held with scale of pay or gross emoluments	Name of the Employer (Give the name of Organisation/ Company)	PERIOD			Name of the Project(s) on which worked and nature of experience
		From Date DD/MM/YY	To Date DD/MM/YY	Total Duration (in Yrs. & Months)	

Total Experience = _____ Years _____ Months _____ Days

Signature of the Candidate

(Name of Candidate)

Declaration

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place : _____

Date : _____

Signature of the Candidate