



(Application form for the post of Assistant Manager/HRM on regular basis vide Advt. No. 09/2024)

- 1. **Name in full** (In Block letters) : \_\_\_\_\_
- 2. **Father's Name** : \_\_\_\_\_
- 3. **Date of Birth** (DD.MM.YYYY) : \_\_\_\_\_
- 4. **Gender** (Male/Female/Others) : \_\_\_\_\_
- 5. **Community** : \_\_\_\_\_  
(UR /SC/ ST/OBC/EWS)

Please affix self-attested  
passport size photo here.

- 6. **PwD (Divyang) candidate:** Yes/No (If yes please enclose PwD certificate)
- 7. **J&K Domicile (between 01/01/1980 to 31.12.1989):** Yes/No
- 8. **Ex-Serviceman:** Yes/No (If yes please enclose certificate)
- 9. **Marital Status:** Married/Unmarried (If married, mention Spouse Name): \_\_\_\_\_
- 10. **Whether any working/worked employee of IRCON is in relationship/blood relation/nearly relation of applicant -Yes/No** (If Yes, please provide following details):

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Place of Posting: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

- 11. **Religion:** \_\_\_\_\_
- 12. **Whether belong to Minority:** Yes / No
- 12. **Name of Present Organization:** \_\_\_\_\_

(Please tick)

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

- 13. **Contact No.:** \_\_\_\_\_  
**E-mail ID:** \_\_\_\_\_
- 14. **Demand Draft No. (If applicable)** \_\_\_\_\_ **Bank Name** \_\_\_\_\_ **Date:** \_\_\_\_\_
- 15. **Correspondence Address:** \_\_\_\_\_

**District:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Pin code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Advt. No. 09/2024**

**16. Qualifications (Academic & Professional):**

Exam Passed	Year of Passing	Name of the Instt./ University	Max. marks	Marks obtained	Percentage of marks

**17. Post Qualification Experience: (From latest to first)**

Post held	Scale of Pay/CTC	Name & address of the Employer	P E R I O D			Brief detail of work handled (Attach separate sheet if necessary)
			From date	To date	Total Duration upto (in Yrs. & Months)	

My total length of post qualification work experience is \_\_\_\_ years \_\_\_\_ months and my current pay scale/CTC (if there) is \_\_\_\_\_ since \_\_\_\_\_ as on 01.04.2024.

18. Details of Computer/ERP proficiency: \_\_\_\_\_

19. List of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

**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.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Signature of the Candidate:**

**Name of candidate:**

## OBC CERTIFICATE FORMAT

### **FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari.....son/daughter of  
..... of Village/Town .....in District/ Division  
.....in the State/ Union Territory..... belongs to the  
..... community which is recognised as a Backward Class under the Government of  
India, Ministry of Social Justice and Empowerment's Resolution No. ....  
Dated.....\*.

Shri/Smt./Kum.\* ..... and/or his/her family ordinarily reside(s) in  
the.....District/Division of the ..... State/Union  
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in  
column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-  
Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training  
O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017\*\*.

Date:

**DISTRICT MAGISTRATE /  
DY. COMMISSIONER ETC.**

**(Seal )**

**\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.**

**\*\* As amended from time to time.**

**Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.**