

PRESCRIBED PROFORMA FOR APPLICATION

POST APPLIED FOR: OFFICE ASSISTANT (ON CONTRACT) UNDER HALDIA DOCK COMPLEX

- a. Name:
- b. Father's / Husband's Name:
- c. Date of birth:
- (Self Certified copy of proof to be enclosed)
- d. Age (As on 01/06/2024):
- e. Gender :
- f. Permanent Address:
.....
- g. Address for Communication:
.....
- h. Telephone: Landline:
Mobile:
- i. E-mail Address:
- j. Nationality:
- k. Religion:
- l. Qualification: (Self certified copies of Marks sheets/ Certificates to be enclosed)

Affix Recent Passport size Photo here

	Percentage % with Division / Class	Name of University / Board / College / Institute	Honours / Pass Course
Class - X			
Class - XII			
Graduation			
Typing			
Computer Knowledge			

- m. Experience : (Self certified copies of Certificates to be enclosed)

Organisation	Scale of pay & Present Basic Pay.	Post	Period (_____ to _____)	Duration

- n. Additional Information (if any)

I certify that the above information is true to the best of my knowledge and belief. The necessary documents, including the certificate from my employer, are enclosed.

(Full Signature of Applicant with Date)