

PRESCRIBED PROFORMA FOR APPLICATION

Engagement of Assistant Manager (Tenancy Management) (on contract)
under Administration Division, HDC, SMP, Kolkata

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1. Name:
2. Father's / Husband's Name:
3. Date of birth:
(Self-Certified copy of proof to be enclosed)
4. Age (As on 01/09/2024):
5. Gender:
6. Permanent Address:
.....
7. Address for Communication:
.....
8. Telephone: Landline:
Mobile:
9. E-mail Address:
10. Nationality:
11. Religion: Category (SC/ST/OBC/UR):
12. Qualification: (**Self Certified copies of Mark sheets / Certificates to be enclosed**)

Qualification	Name of the Degree	Name of the Institution	Percentage with Division / Class
Class - X			
Class - XII			
Degree			
Additional (if any)			

13. Experience: (**Self Certified copies of Certificates to be enclosed**)

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

14. 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)