

# Proforma for application

Affix singed  
Passport size  
(5cm x 7cm  
approx.) copy  
of recent  
photograph

1. Advertisement No. and title of Post applied for : .....
2. Name (in Block letters) : .....
3. Date of Birth (Christian Era) : 

|       |
|-------|
| ..... |
| Day   |

|       |
|-------|
| ..... |
| Month |

|       |
|-------|
| ..... |
| Year  |
4. Nationality : .....
5. Father`s/Spouse`s name : .....
6. Address for correspondence : .....

**(Application will be rejected without contact number and e-mail)**

7. Permanent Address : .....
- (a) Telephone Number (☎) : 

|          |
|----------|
| .....    |
| Area/STD |

|                          |
|--------------------------|
| .....                    |
| Telephone/ Mobile Number |
- (b) Email ID (✉) : 

|       |
|-------|
| ..... |
|-------|
8. Qualifications : .....

(a) Educational qualification.

| S. No. | Course/Degree | Subject(s) | University/ Institute. | Year of passing. | Division. |
|--------|---------------|------------|------------------------|------------------|-----------|
|        |               |            |                        |                  |           |
|        |               |            |                        |                  |           |
|        |               |            |                        |                  |           |
|        |               |            |                        |                  |           |
|        |               |            |                        |                  |           |

- (b) Professional qualification: .....
- (c) Desirable : .....

**Cont.**



10. Total experience directly relevant to the post applied (in months) : .....
11. Total employment experience and details (in months) indicating the nature of duties and responsibilities :

| S. No. | Organisation/<br>Institute. | Period |    | Nature of work. | Total remuneration drawn. | Remarks |
|--------|-----------------------------|--------|----|-----------------|---------------------------|---------|
|        |                             | From   | to |                 |                           |         |
|        |                             |        |    |                 |                           |         |
|        |                             |        |    |                 |                           |         |
|        |                             |        |    |                 |                           |         |
|        |                             |        |    |                 |                           |         |
|        |                             |        |    |                 |                           |         |

12. Desirable Experience : .....
13. If selected, minimum time required to join the post : .....
14. Present Remuneration : .....
15. Any other information : .....

#### Declaration

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)

Place : .....

Date : .....

#### Note :

- (a) All forms/ column of this application form must be filled.
- (b) Self attested copies in support of education qualification, experiences and remuneration must be attached.

\*\*\*\*\*