

PRESCRIBED APPLICATION FORM

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1. a) Advertisement No. & Date : _____
b) Name of the post being applied for: _____

2. Personal Details:

- a) Full name of the candidate (in block letters) : _____
b) Date of Birth (DD/MM/YYYY): _____
c) Gender (Male/Female) : _____
d) Marital Status : _____

3. Pre-requisite qualifications for the post (*starting from the highest degree obtained*):

| Examination Passed | Duration of the course | | Name of the College / University | Grade / Division | % of marks obtained |
|--------------------|------------------------|-----|----------------------------------|------------------|---------------------|
| | From: | To: | | | |
| | | | | | |
| | | | | | |
| | | | | | |

4. Any other qualification (*diploma course, training attended, computer course, etc.*):

| Name of the Course/Training | Name of the institution | Duration of the course | | Grade/Division |
|-----------------------------|-------------------------|------------------------|-----|----------------|
| | | From: | To: | |
| | | | | |
| | | | | |
| | | | | |

5. Employment Record (starting from the current employment):

| Name of the Employer/ Organization | Duration/Period of Employment | | Designation | Nature of work | Salary | Reason for leaving |
|---------------------------------------|-------------------------------|-----|-------------|----------------|--------|--------------------|
| | From: | To: | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

a) Total years of experience : _____

b) Relevant years of experience for the position applied : _____

6. Any other relevant information for the post being applied:

7. Language Proficiency:

a) Read : _____

b) Write : _____

c) Speak : _____

8. Permanent Address:

9. Address, Phone Number & Email id for Communication:
