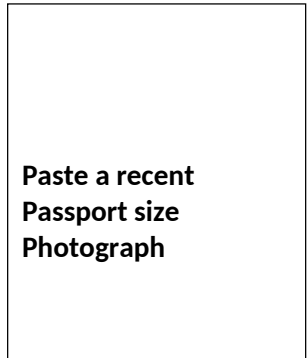


**Annexure-B**

**Advt. No. and Date.....**

**APPLICATION FOR THE POST OF.....**



SLNO	PARTICULARS	DETAILS
1	NAME(in Capital)	
2	FATHER's/MOTHER's/HUSBAND's NAME	
3	GENDER	
4	DATE OF BIRTH(DD/MM/YYYY) AGE IN YRS./MONTHS. AS ON THE DATE OF ADVERTISEMENT	
5	WHETHER BELONGS TO SC/ST/OBC /PWD/Others	
6	HIGHEST QUALIFICATION	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADVERTISEMENT	
8	DATE OF RETIREMENT /SEPARATION FROM THE LAST EMPLOYMENT	
i	NAME OF THE COMPANY/ DEPARTMENT (WORKING/RETIRED)	
ii	WHETHER CPSE /STATE PSU/ GOVT.DEPARTMENT/REPUTED industry/ LARGE PRIVATE SECTOR ORGANISATION/MSMEs	

iii	POST CURRENTLY HELD ON REGULAR(SUBSTANTIVE) BASIS WITH Payscale, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT/SEPARATION.	
8	PRESENT ADDRESS FOR COMMUNICATION	
9	PERMANENT ADDRESS	
10	TELEPHONE/MOBILENO.	
11	EMAIL	
12	AADHAAR NUMBER/PAN NUMBER	

### 12. EDUCATIONAL QUALIFICATIONS

Sr. No	Qualifications from 10 <sup>th</sup> Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/university

### 13. PARTICULARS OF EXPERIENCE.

Name of the Company/ Organization	Post Held	Period of Employment		Pay Scale/ Level & Grade Pay In case of PSUs/Govt. Deptts.	CTC (In Rs.) in Other cases	Major Responsibilities
		From	To			

Additional information if any which you would like to mention in support of your suitability for the post:

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement describe therein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of the candidate

Place:

**(Documents to be enclosed (which ever applicable))**

1. . Scanned Passport size colour photo.
2. Valid document evidencing date of birth of the candidate (Secondary/Matriculation School Certificate/Birth Certificate).
3. Educational Certificates–Mark sheets & Degree (Diploma, Graduation, Post-Graduation). Final degree/ Provisional Degree certificate of relevant qualification. Proof of norms for CGPA/DGPA/OGPA or letter grade/document for percentage/class issued by University/Institution/College.
4. Work experience–a) Joining-Relieving Letter from Company/Organization.
  - a) Experience/Service Certificate/Salary statement/Bank Statement issued by Company/Organization. (it should indicate date of joining and date of relieving from each organization where worked). Salary Certificate together with ITR or Form-16 issued by present/past employers(s).
  - b) Candidate employed on permanent/fixed term basis in Govt./Quasi Govt. and Public Sectors Undertaking should compulsorily submit the "**No Objection Certificate**" along with the application.
  - c) Candidates employed on temporary basis in Govt./Quasi Govt. and Public Sector Undertaking should compulsorily submit Offer of Appointment and latest pay slip.
5. Caste Certificate in case of candidates belonging to reserved category.

**Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the application.**