

Advt. No. and Date Employment News 31/16, dtd. 01/11/2025

APPLICATION FOR THE POST OF _____

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Sl. No.	PARTICULARS	DETAILS
1	Name (In Block Letters)	
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 QUALIFICATIONS	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADVERTISEMENT	
8	DATE OF RETIRMENT /SEPERATIONS FROM THE LAST EMPLOYEMENT	
I	NAME OF THE COMPANY/DEPARTMENT (WORKING/RETIRED)	
II	WHETHER CPSE / STATE PSU / GOVT. DEPARTMENT/ REPUTED / LARGE PRIVATE SECTOR ORGANISATION	
III	POST CURRENTLY HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT / SEPARATION	
9	PRESENT ADDRESS FOR COMMUNICATION	
10	TELEPHONE /MOBILE NO.	
11	E-MAIL ADDRESS	
12	AADHAAR NUMBER	
13	PAN CARD NUMBER	
14	DETAILS OR APPLICATION FEE REMITTED MODE/DD NO./ DD DATE / BANK DETAILS	

15. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from the 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of school/college	Major Responsibilities

16. PARTICULARS EXPERIENCE

Name of the Company/Organization	Post Held	Period of Employment		Pay Scale/ Level & Grade pay in case of PSUs/ Govt. Depts.	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 describe myself, my qualifications, and my experience that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Candidate

Date:

Place:

(Documents to be enclosed (whichever applicable))

1. Valid document evidencing date of birth of the candidate (Secondary/Matriculation School Certificate/Birth Certificate)
2. Educational Certificates – Mark sheets & Degree (Diploma, Graduation, Post-Graduation)
3. Work Experience –a) Joining –Relieving Letter from Company/Organization
b) Experience /Services Certificate/ Salary statement/ Bank Statement issued by Company/Organization. (It should indicate date of joining and date of relieving from each organization where worked).
c) Salary Certificate together with ITR or Form-16 A issued by present /past employer(s).
4. Caste Certificate in case of candidates belonging to reserved category.