

**APPLICATION FORM**

PHOTOGRAPH

To be signed by the applicant, across the photograph

1. Position applied for ………………………………………………..
2. Name (Mr/Mrs/Ms) .………………………………………………..
(in Capital letters)
3. Father’s Name .………………………………………………...
4. Age ……(Yrs.)/ Date of Birth ……(DD) ……(MM) ………..(YYYY)
(As on application date)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination Passed | Name of Board/ University | Marks | Year of Passing | % marks obtained |
| Maximum Marks | Marks Obtained |
| X |   |  |  |  |  |
| XII |  |  |  |  |  |
| Graduation……………………………… |  |  |  |  |  |
| Post Graduation……………………………… |  |  |  |  |  |
| Other Qualification……………………………… |  |  |  |  |  |

1. Educational Qualifications
2. Details of Experience (starting with present job)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organization employed | Post/ Designation Held | Period (DD/MM/YYYY) | Nature of job & responsibilities held | Pay Scale & Gross Salary Drawn Per Month (Rs.) |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Note:** Please attach separate sheets for more information, if any

1. Present Pay Scale and Gross Salary drawn (attach Salary Slip) : ……………………………
2. Notice Period required, if selected: ……………………………
3. Current Postal Address (mention e-mail ID and contact number:
……………………………………………………………………
……………………………………………………………………
E-mail ID: ………………………………………………………..
Contact No. ………………………………………………………
4. Reference of two employers:

|  |  |  |
| --- | --- | --- |
|  | **Reference 1****(Present Employer)** | **Reference 2****(Previous Employer)** |
| Name of the Organization |  |  |
| Address of the Organization |  |  |
| Name of contact person |  |  |
| Designation |  |  |
| Contact No. |  |  |
| E-mail ID |  |  |

1. Do you have any relative serving or retired at MDI, Murshidabad: Yes / No
If yes, please provide the following details:
Name: ……………………………………………….
Designation: .……………………………………………….
Relationship: ………………………………………………..

Certified that all information provided above are true to the best of my knowledge. I undertake that in case if any information is found incorrect I shall be held responsible for the same. Further, it is certified that I have understood and complied with all the terms and conditions as contained in “General Instructions to the Candidate” of advertisement.

 (Signature of the applicant)

Date: ……………………… Name: ………………………………

Place: ………………………

Attachments/ Enclosures: Attach Self-attested copy of the following certificates –

1. Curriculum Vitae/ Resume
2. DOB Certificate
3. Educational Certificates (As mentioned at Point 5 above)
4. Experience Certificates (As mentioned at Point 6 above)
5. Latest Pay Slip