

APPLICATIONS FORM

Position applied for		Paste recent Passport size photograph here
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1. Personal Details:

Name of the Candidate Mr/Mrs/Ms.	(FIRST NAME)	(SURNAME)
Address	Permanent	Present
Mobile		
Telephone Residence		
Email Address		
Date of Birth		
Category ST/SC/SEBC/General		

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division / Grade	Percentage

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage. Self-attested Xerox copies of all mark sheets of all examinations and shall be submitted at the time of verification.
- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

3. Other trainings/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Employment/Experience Details:

Name and Address of the Employee	Designation	Duration		Experiences in Year and Month	Brief description of Duties
		From	To		

N.B. Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted along with the application while the original will be required at the time of verification.

5. Language Proficiency: (Please tick in the appropriate box)

Language	Ability to Speak	Ability to read	Ability to Write
English			
Hindi			
Odiya			
Any other (Please Specify) _____			

6. Reference: (Two respected persons)

Reference 1	Reference 2

Declaration

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect at any point of time, my candidature/ engagement will be cancelled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant

Note: Self attested Xerox copies of all certificate/ mark sheet /copy of Aadhaar card/voter's card at any other relevant paper to be submitted. Candidates are cautioned not to enclose any of the original certificates, mark sheet etc. along with application. They may be required to bring it at the time of verification subject to receipt of information from us / authorized representative. Canvassing for employment in any manner will be a disqualification.