



10. Pay expected (Rs.): \_\_\_\_\_

11. Tick-Mark the appropriate Box (Please attach a copy of the documentary proof)

GEN  SC  ST  OBC  PH  XSM

12. Areas of specialization (if required attach extra sheet)


13. Academic Record starting with secondary education (Please attach photo copies of certificates/Mark Sheets etc.)

Examination	Branch/ Specialization	Board/College/ Univ./ Institution.	Year of passing & degree awarded	%age of marks	Division

14. Employment [Please attach photo copies of experience certificates]

Employer	Position held (Regular / Contractual)	Duration (Exact dates to be given)		Total period (yy/mm/dd)	Basic pay with scale of pay	Detailed description about nature of duties performed & performing* (Mandatory)
		From	To			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			

\* Please attach separate sheet (s) with complete description of the duties performed & being performed, failing which, application may not be considered.

15. Have you ever been discharged/suspended from any position? If yes, state reasons.

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16. Name & Address of three Referees (should be your reporting officer(s) and/or employer(s) in the previous and present (Mandatory) employment(s))

S. No.	Name	Occupation/Position	Official Address	Contact Information
1.				Phone: Fax: Email:
2.				Phone: Fax: Email:
3.				Phone: Fax: Email:

**DECLARATION**

I, hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief and nothing has been concealed.

There are \_\_\_\_\_ attached sheets along with this form.

Date:  
Place:

(Signature of the applicant)

(Note: Use separate sheet if necessary for any of the above items.)

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## **SYNOPSIS**

**(To be filled and submitted along with the completed application form) (Advt.No.05/2020)**

1.	Post applied for	
2.	Name	
3.	Complete address for communication	
4.	Contact No.	
5.	Email Id	
6.	Date of Birth	
7.	Category (UR/SC/ST/OBC) / Sub Category (PH/XSM) (Copy of valid caste certificate is attached)	
8.	Age as on _____ (as on the date of walk-in-Interview) (Copy of matriculation certificate is attached)	YY                  MM                  DD
9.	Details of application fee paid	DD No.                                  Dated:                                  Amount:

### **EXPERIENCE**

**(Details should be exactly as per certificate(s) attached)**

**[Exact dates to be given – in sequence starting from present employment ]**

Designation	Pay band (PB) & Grade Pay and Gross salary	Complete Office address with contact numbers and email id of the Employer & Reporting Officer	FROM			TO			EXACT TOTAL DURATION		
			Date	Month	Year	Date	Month	Year	Years	Months	Days

.....Contd. next page

**(Signature of the candidate)**

### Educational Qualification

(Details should be exactly as per final mark-sheet/certificate(s) and degrees attached)

[Exact month and year of passing the examination should be given]

Examination (From 10th onwards)	Branch/ Specialization	Subjects	Board/College/ Univ./ Institution	Month and year of passing exam <small>(Copy of final Marksheet attached)</small>	Month & Year of degree awarded <small>(Copy of degree attached)</small>	%age of marks	Division

(Signature of the candidate)

**REMARKS:**  
(FOR OFFICE USE ONLY)

<b>Qualification:</b>	<b>Any other point:</b>
<b>Experience:</b>	
<b>Age:</b>	
<b>Fees:</b>	