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| **Application for Employment** | | |
|  | | |
| Position applied for |  | |
| Place applied for |  | |
| **Personal Details** | | |
| Name (to be fully expanded) |  | |
|  | | |
| Date of Birth |  | Photo |
|  | |
| Age |  |
| Passport size photograph to be affixed | |
|  | | |
| Sex | Male / Female | |
|  | | |
| Nationality |  | |
|  | | |
| Religion |  | |
|  | | |
| Whether belongs to | Backward Caste Most Backward caste  Scheduled Caste Scheduled Tribe  Ex-Serviceman Physically Handicapped | |
| Native Place |  | |
|  | | |
| Languages known - To Read |  | |
| - To Write |  | |
| - To Speak |  | |
|  | | |
| Passport No. |  | |
| Voter ID No. |  | |
| Driving Licence No. |  | |
| Father's Name |  | |
| Mother's Name |  | |
| Marital Status | Single / Married | |
| Spouse Name |  | |
| Number of Children |  | |
| Number of other dependents |  | |
| Hobbies |  | |
| Address for Correspondence | | |
| E-Mail ID |  | |
| Phone Number / Mobile Number |  | |

Page 1 of 4

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| --- | --- | --- | --- | --- |
| Reference (2 references to be given with Phone numbers / Contact address) | | | | |
|  | | | 2 | |
| Qualifications | | | | |
| Academic (Photocopies of Certificates to be attached) | | | | |
| Description | Year of passing | Subject / Specialization | Institution / University | % of Marks |
| S.S.L.C. /  Matriculation |  |  |  |  |
| H.S.C. |  |  |  |  |
| Graduation |  |  |  |  |
| Post Graduation |  |  |  |  |
| Others |  |  |  |  |

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| Technical - including computer literacy (Photocopies of Certificates to be attached) | | | | |
| Description | Year of passing | Subject / Specialization | Institution / University | % of Marks |
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| NCFM / AMFI / Insurance modules (Photocopies of Certificates to be attached) | | | |
| Module | Date of Passing | Valid upto | % of Marks |
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Page 2 of 4

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| Others (Photocopies of Certificates to be attached) | | | | |
| Description | Year of passing | Subject / Specialization | Institution / University | % of Marks |
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Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the  Organisation | Designation | Period of service  (From - to) | Job profile &  achievements | Emoluments drawn per annum at Cost  to Company basis\* |
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Page 3 of 4

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| --- | --- | --- | --- | --- |
| Name of the  Organisation | Designation | Period of service  (From - to) | Job profile &  achievements | Emoluments drawn per annum at Cost to Company basis\* |
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\* Enclose last drawn pay-slip

Declaration

I hereby declare that the details furnished by me as above are correct and true to the best of my knowledge and belief

Date :

Place : Signature

Notes: Wherever space is not adequate, details may be furnished separately as annexure.

Page 4 of 4