APPLICATION FORM FOR ADMINISTRATIVE POSITIONS



HOWRAH - 711103

(Please Fill in BLOCK LETTERS)

Ad	Advertisement No.							Affix recent																				
Ро	ost Applied For								С	olou togra	r																	
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Married Single Male I						Fen	nale	•			Oth	er			(Please tick $$)													
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	b)	Pe	erma	anen	t:																							
	c)	Co	onta	ct de	etails	5:																						
	E-	mai	il																							·		
Mobile No. Office :						Residence :																						
3. Date of Birth												4. Nationality																
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5.	Re	ligi	on								<u> </u>		<u> </u>															

6. Present Employment :

Designation	
Organisation	
Date of Joining	
Pay Level	
Pay Band / basic Pay (Rs.)	
Total Emoluments (per month) (Rs.)	

7. (a) Tick-mark the appropriate box if you belong to reserved category (*)

SC	ST	OBC (NCL)	EWS
(b) Whether PWD	Yes	No	

*(Please attach self certified copy of the certificates)

- 8. Total years of experience after attaining essential qualification
- 9. Areas of Specialisation

10. Academic Records starting with Secondary Education (Please attach copies of Certificates)

Examination	Subjects	College/University/ Institute	Year	Percentage / Grade	Class / Division

11. Employment :(Please attach self certifies copies of experience certificate)

Employer	Position Held	Date of Joining	Date of Leaving	Basic Pay with Grade Pay / Pay Level

12. Have you ever been discharged/suspended from any position? If Yes, state reasons :

13. Name and addresses of three Referees (at least one of them should be from your present organization who is familiar with your recent work)

	1	2	3
Name			
Occupation or position			
Address			
E- mail			
Mobile No.			

14. Statement of objectives (to be filled up in Candidate's own hand writing)

a)	Please indicate as to why you wish to join Indian Institution of Engineering Science and Technology, Shibpur
b)	How would you meet the job requirements as advertised
15. Onli	ne Payment Details/Transaction ID & Date:

16. I hereby declare that I have carefully read and understood the instructions as attached to this uploaded Application Format, and that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

There are ______ sheets attached to this form.

Date:

Place:

(Signature of Applicant)

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

List of enclosure:

1.

2.

3.

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4.

5.