

APPLICATION FORM FOR ADMINISTRATIVE POSITIONS



**INDIAN INSTITUTE OF
ENGINEERING SCIENCE AND
TECHNOLOGY, SHIBPUR
HOWRAH - 711103**

(Please Fill in BLOCK LETTERS)

INTERNAL AUDIT ADVISOR

Affix recent colour photograph

1. Name in Full (in BLOCK letters)

[illegible]

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|---------|--|--------|--|------|--|--------|--|-------|--|-----------------|
| Married | | Single | | Male | | Female | | Other | | (Please tick √) |
|---------|--|--------|--|------|--|--------|--|-------|--|-----------------|

2. Address:

a) Present:

[illegible]

b) Permanent:

[illegible]

| | | | | | |
|----------------------|--|--|--|--|--|
| | | | | | |
| c) Contact details : | | | | | |

| | | | |
|------------|-------------|--|--|
| E-mail | | | |
| Mobile No. | Residence : | | |

3. Date of Birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
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| D | D | M | M | Y | Y | Y | Y |

4. Nationality

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5. Religion

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6. Present Employment (if any):

| | |
|---------------------------------------|--|
| 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. Areas of Specialisation

| |
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| |

9. Employment : (Please attach self-certified copies of experience certificates)

| Employer | Position Held | Date of Joining | Date of Leaving | Last Basic Pay with Grade Pay / Pay Level |
|----------|---------------|-----------------|-----------------|---|
| | | | | |
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10. Academic Records starting with Secondary Education (Please attach self-certified copy of the certificates)

| Examination | Subjects | College/University/ Institute | Year | Percentage / Grade | Class / Division |
|-------------|----------|----------------------------------|------|-----------------------|---------------------|
| | | | | | |
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11. Have you ever been discharged/suspended from any position of employment? If Yes, state reasons:

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

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

13. 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

14. 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.
- 4.
- 5.