

# APPLICATION FORM FOR ADMINISTRATIVE POSITIONS



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

(Please Fill in BLOCK LETTERS)

Advertisement No.	<b>Advt. No. RO/JL/25/11 Date: 03/07/2025</b>
Post Applied For	<b>Technical Assistants (on a Purely Temporary basis)</b>

Affix recent  
colored  
photograph

1. Name in Full (as per Govt. ID)

[illegible]

Married		Single		Male		Female		Other		(Please tick ✓)
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2. Address:  
a) Present:

[illegible]

- b) Permanent:

[illegible]

- c) Contact details:

E-mail			
Mobile No.		Additional Contact No.	

- ### 3. Date of Birth

D	D	M	M	Y	Y	Y	Y

- #### 4. Nationality

\_\_\_\_\_

- ## 5. Religion

\_\_\_\_\_

6. Present Employment:

Designation	
Organization	
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	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC (NCL)	<input type="checkbox"/>	EWS	<input type="checkbox"/>
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(b) Whether PWD

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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\*(Please attach self-certified copy of the certificates)

8. Total years of experience after attaining essential qualification

9. Areas of Specialization (as per required criteria)

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10. Employment :(Please attach self-certified copies of experience certificate)

Employer	Position Held	Date of Joining	Date of Leaving	Nature of the work carried out

11. Academic Records starting with Secondary Education onwards (Please attach self-certified copy of the certificates)

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

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

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

	1	2
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. 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.