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|  | **Application Form**  **ADVT. No.CO/02/2019** |

Please affix your recent passport size photograph

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| --- | --- |
| Name of the post applied for |  |
| Post Code |  |

|  |  |  |
| --- | --- | --- |
| 1. | Name of the applicant |  |
| 2. | Date of Birth (in DD/MM/YYYY format) |  |
| 3. | Age ( Yrs & Month) as on last date of application |  |
| 4. | Category (Please tick) | SC / ST / OBC (Non creamy layer)/EWS/ General |
| 5. | Whether differently abled (if Yes details) | Yes / No, Type:VH/HH/OH , %age\_\_\_\_\_\_\_ |
| 6. | Sex (Please tick) | Female /Male |
| 7. | Nationality |  |
| 8. | Present Employment Status (Please tick) | Public Sector/Govt / Private Sector/Not working |
| 9. | Adhaar No. |  |

10. Educational & Professional Qualifications (Only Graduation & above, mandatory to be written first)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qualification | College/Institution | University | Year of Passing | Class/ Division | % age of marks obtained | Subjects/ Core discipline |
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11. Total Experience (After the requisite qualification acquired) : Years Months

12. Details of present employer. Type of employment must be regular only:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer’s name | Location of posting | Period of Employment | | Designation held | Type of employement (Adhoc/Contract/Training/Regular) | Brief nature of duties/Functions |
| From | To |
|  |  |  |  |  |  |  |

13. Details of post qualification experience other than at SN-11. Please give details of different positions held in each Organization with dates. Training period if any, may be mentioned separately:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer’s name | Location of posting | Period of Employment | | Designation held | Type of employement (Adhoc/Contract/Training/Regular) | Brief nature of duties/Functions | Reasons for leaving |
| From | To |
|  |  |  |  |  |  |  |  |
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14. Details\* of Pay Scale/ CTC being drawn in the present post as on the date of application:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Scale of pay | Date of entry in the scale | Basic pay | Perks/Special Pay, if any | Other emoluments | Total monthly emoluments | CTC (Annual) |
|  |  |  |  |  |  |  |

\* Documentary proof to be enclosed **(Candidates from PSU/Govt.deptt.** – Proof of grade & latest salaryslip.

**Candidates from Private sector** – Latest salary slip & CTC Statemenet duly signed

by the employer / Form 16.**)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15 | Mailing Address | District : State : | | |
| 16 | Land line Telephone No. |  | Mobile No. |  |
| 17 | E-Mail |  | | |

**Please tick the applicable as below:**

|  |  |  |
| --- | --- | --- |
| 18 | Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) | Yes\*/No |
| 19 | Whether any punishment/penalty was awarded to you or any vigilance case ending as far as your knowledge goes | Yes\*/No |
| 20 | Have you applied before for employment in CCI Ltd ? | Yes\*/No |

\*If “Yes” give details

I **certify that** the information furnished above is correct to the best of my knowledge and as per the advertisement I am eligible to be considered for shortlisting for interview. I understand that if the information is not coreect, or not supported by documentary proof, **my candidature will not be considered, even after shortlisting**.

Dated: Signature of Applicant

Enclosures (\*as mandatory)

1. For DOB\* - 10th/Matric certificate
2. For Educational Qualifications\* - Marksheets or Degree certificate
3. For Pay Scale (For PSU/Govt) or CTC (For private sector )\*\* - As per point no. (14)
4. For Caste certificate - As per specified fromat
5. In case of differently abled - Medical Certificate
6. No Objection Certificate from present employer - From present employer
7. Experience Certificate with date of joining /relieving\* - Issued by employers