



11 Employment History (Enclose attested copies of Experience Certificates)

SL No	Name of the Organization/ Employer	Post held/ Designation	Date		Total duration	Job Responsibilities (in brief)
			From	To		
1						
2						
3						
4						
5						
6						

12. Languages

Read

Write

Speak

(a) \_\_\_\_\_




(b) \_\_\_\_\_




(c) \_\_\_\_\_




(d) \_\_\_\_\_




13. Any other relevant information if the candidate would like to state

14. Declaration:

I do hereby declare that all the information given above are correct & complete in all respect. I understand that my application is liable to rejection if any of the information started above is found to be incorrect and is not supported by certificate.

Date : \_\_\_\_\_

SIGNATURE OF THE APPLICANT

15. Endorsement from the present employer.

The facts stated in this application have been verified and found correct. This Organization/department has no objection in his/her applying for the post referred in the application.

Date :

Signature of the Head of the Organization/ Department (With Seal)

## **INSTRUCTIONS FOR CANDIDATES**

1. The candidates should carefully go through the terms and conditions of the advertisement particularly:
  - a. Educational Qualifications
  - b. Experience, where experience is necessary.
2. Only the applications of candidates who fulfill all the requirements of the post shall be entertained for short listing.
3. All candidates, whether in Government Service or in Government owned undertaking or other similar organization/corporations/boards/or in private sector, may submit their application directly subject to fulfilling the condition at item No.15 of the application form. If such candidate forwards his/her application through his/her Controlling Officer/Employer, he/she should ensure that the application reaches the office within the closing date, failing which it is liable to be rejected even if it had been submitted to the Controlling Officer/Employer before the closing date.
4. Applications must be accompanied by attested copies of the documents mentioned below, which should be tagged well without any chance of getting lost on transit. Applications which are not accompanied by all or any of these documents shall not be entertained under any circumstances:
  - (a) Copies of all educational(pass) certificates and Mark sheets from Matric/HSLC/HSSLC onwards (attested copies)
  - (b) Age certificates issued by the respective Boards/University (attested copy).
  - (c) Experience Certificates (where necessary) indicating the period of Service/Experience with dates (attested copy)
5. Please ensure that the filled up Application Form is identical to the format as per the advertisement.
6. Please do not write more than one alphabet/numeral in one box.
7. One envelope should contain one Application Form only. The envelope containing the Application Form should indicate the name of the post for, clearly.
8. Application Form will be rejected if:
  - (i) It does not reach the Office on or before the last date.
  - (ii) It does not tally with the format specified in the advertisement.
  - (iii) Candidate gives incomplete/incorrect information or misrepresents facts.
  - (iv) Candidate does not paste a photograph in the Application Form.
  - (v) Candidate does not enclose the certificate for proof of age.
  - (vi) Candidate does not enclose the educational and experience certificate.

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