

Application for Junior Executive (Admn. & Accounts)

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH

1. Personal Details :

a) Name	
b) Father's Name/ Husband's Name	
c) Date of Birth	
d) Age as on date	
e) Gender	
f) Marital Status	
g) Category (SC/ST/OBC/GEN)	
h) Nationality	

3.

	Address for Correspondence	Permanent Address
Address		
Tel. No.		
Mobile No.		
E-Mail		

4 (a). Academic Qualifications in descending order

Sl. No.	Examination Passed	Name of Institution / University	Year of Passing	% of Marks / Grade	Specialization

(P.T.O)

4(b) Employment Records (Current Employment Record)

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5 Past Experience:

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

6. Total Post Qualification Experience in years:

7. Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mention the list of documents attached along with the form.

- | | |
|-----------|----------|
| (a) | (d)..... |
| (b) | (e)..... |
| (c) | (f)..... |

I certify that the information given above is true and correct.

Date:

(Signature of Candidate)