

## APPLICATION FORMAT

To,

Division Head (TSS)  
Institute Of Banking Personnel Selection  
IBPS House,  
90<sup>th</sup>ft DP road, off W E Highway  
Kandivali (East)  
Mumbai 400 101

PASTE (not staple)  
your  
recent passport size  
photograph here and  
sign across it in  
full name with  
date

Sir,

**SUB : Application for the post of Division Head – Administration (on Contract) in IBPS**

With reference to your advertisement dated 28.01.2020, I submit herewith my application for the post of Division Head – Administration (on Contract) in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advise that they are acceptable to me.

**1. Full Name: Shri/Smt/Kum (in block letters)**

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**2. Father's/Husband's name**

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**3. Date of Birth** \_\_\_\_\_ **AGE** [\_\_\_\_\_ yrs.]  
(DD/MM/YYYY) (As on 01.01.2020)

**4 Educational Qualification: ---- (self-attested copies of certificates attached)**

Academic Qualification	Board / Institute /University	Year Of Passing	Percentage

**5. Work experience:** (Supporting Documents attached)

ORGANISATION	POSITION HELD	DEPARTMENT / SECTION	PERIOD (FROM ---TO)

**6. Languages Known**

Language	Read	Write	Speak

**7. In case of retired persons:-**

a. Name of the BANK / ORGANISATION / DEPARTMENT from Where Retired

\_\_\_\_\_

b. Date of retirement (DD/MM/YYYY) : \_\_\_\_\_

c. Post held at the time of retirement : \_\_\_\_\_

d. Since when the last position held: \_\_\_\_\_

e. Total No. Of years of service : \_\_\_\_\_

**8.. In case of a person who is in service: -**

a. Name of the BANK / ORGANISATION/ DEPARTMENT

\_\_\_\_\_

b. Designation : \_\_\_\_\_

c. Department / Section : \_\_\_\_\_

d. No. of years of service : \_\_\_\_\_

e. Salary Drawn : \_\_\_\_\_

**9. Candidate's address:**

Correspondence Address: (IN BLOCK LETTERS)

\_\_\_\_\_

\_\_\_\_\_

Dist. \_\_\_\_\_

State \_\_\_\_\_ PIN : \_\_\_\_\_

MOBILE NO. \_\_\_\_\_ Email ID \_\_\_\_\_

Skype Id \_\_\_\_\_

**10. Permanent Address : (IN BLOCK LETTERS)**

\_\_\_\_\_

\_\_\_\_\_

Dist. \_\_\_\_\_

State \_\_\_\_\_ PIN : \_\_\_\_\_

PHONE WITH STD \_\_\_\_\_

**11. References:**

1. Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN : \_\_\_\_\_

Telephone Number (with STD code) \_\_\_\_\_

Mobile Number : \_\_\_\_\_, \_\_\_\_\_ EMAIL ID : \_\_\_\_\_

2. Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PINCODE : \_\_\_\_\_

Telephone Number (with STD code ) \_\_\_\_\_

Mobile Number \_\_\_\_\_ EMAIL ID : \_\_\_\_\_

**12. Declaration:**

I hereby declare that

- (i) No punishment / penalty were inflicted on me during my service in any organisation.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me and
- (iii) I am physically fit to carry out duties of the Division Head – Administration (on Contract)

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any material fact(s)/information. I understand that in the event of any information being found untrue or incomplete at any stage or my not satisfying any of the eligibility criteria according to the requirements of the related advertisement of Institute Of Banking Personnel Selection, my candidature / appointment for the said post is liable to be cancelled at any stage and even after appointment, my services are liable to be terminated without any notice.

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name of the candidate: \_\_\_\_\_  
(in block letters)