**PROFORMA FOR APPLICATION FOR POSITION IN BIRAC**

**Position Applied for & Position Code:**

1. Name of the Applicant (in Block Letters):

2. Father’s / Mother’s Name:

3. Date of Birth (DD/MM/YY):

4. Age as on **23.09.2019**:

5. Nationality:

6. Marital Status:

7. Category (General/SC/ST/OBC/Physically Handicapped)

8. Postal Address (including:

 Mobile number/Tel/Email ID)

9. Permanent address:

10. Language Proficiency – state ‘good’ ‘fair’ or ‘poor’

|  |  |  |  |
| --- | --- | --- | --- |
| Languages (Specified) | Speak | Read | Write |
|  **English** |  |  |  |
|  **Hindi** |  |  |  |

11. Educational Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/Institution /University | Educational qualification (Graduation onwards) | Marks obtained (%)  | Year of passing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 (Certificate in original will be examined at the time of interview)

12. Details of employment, in chronological order (start from the latest):

|  |
| --- |
| Work Experience  |
| Employer (including current employer) | Post held | From | To | Reason for leaving |
|  |  |  |  |  |  |

13. Present Salary:

14. If you were previously employed, indicate whether any condition exists that prevents your re-employment:
If yes, provide the name of the previous employing department

15. Write in your own words (not more than 500 words) how do you feel that your experience is relevant to the job profile?

16. If you are offered the position, when can you join OR how much notice you need to serve to your current employer.

17. Have you applied for any position earlier in BIRAC. If yes, details.

18. Have you ever been convicted of a criminal offence or been dismissed from employment?

19. References:

|  |  |
| --- | --- |
| Name and occupation | Tel. No./Mobile No./Email |
|  |  |
|  |  |
|  |  |

20. Any other relevant information that you may like to furnish

|  |
| --- |
| DECLARATIONI declare that all the information given in my application is correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my removal/dismissal if I am appointed. |

Place:

Date:

Signature: