

**APPLICATION FORM FOR THE POST OF MANAGER (HR)**

**PERSONAL DETAILS**

NAME (in full and BLOCK LETTERS)		Please paste a recent colour passport size photograph	
Father's Name			
Mother's Name			
Gender		Date of Birth	
Languages Known		Age as on 01.11.2022	
Aadhar No.		PAN No.	
Nationality			

**Address for Communication**

House No. / Flat No.			
Street			
Nearest Rly. Station			
Post office		Pincode	
District		State	
Mobile No.		Email ID	

**Education Qualification ( From Graduate Level onwards)**

Course	Specialization (if Applicable)	Year of passing	Name of the Institute	Board / University	% of Marks
Graduation					
Post- Graduation					
Degree / Diploma					
Any other Qualification					

**Post Qualification Experience (Attach Self attested documentary Proof)**

Sl. No.	Name of the Organization	Nature of the Organisation		Grade / Designation held in organisation	Pay Level/ Basic Pay per month	Period		Duration
		Whether Central PSU/State PSU/Listed company	Whether Organisation belongs to Manufacturing Sector (YES/NO)			From	To	
Total duration of experience								

**Details of Computer/IT Skills:** \_\_\_\_\_

**Note:**

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application. In case of Government Employee, please attach N.O.C along with the application form.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self attested) at the time of the interview.

**Declaration**

I, \_\_\_\_\_, do hereby declare that the above Information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

Place:

Date:

Signature of  
the applicant