**APPLICATION FORM**

**For the Post of Management Assistant**

**1. Personal Details**

1.1 Full Name : Mr./ Ms. ………………………………………………………………………….

1.2 Name with Initials : ……………………………………………………………………………………..

1.3 Date of Birth : ……………………… 1.4 Age as at 17.05.2024: Y…… M …… D …….

1.5 Residence Address : ……………………………………………………………………………………..

……………………………………………………………………………………..

1.6 Postal Address : ……………………………………………………………………………….…….

………………………………………………………………………….………….

1.7 Mobile No. : ……………………… 1.8 Residence Tel. No. : ……….…………………….

1.9 National Identity Card No. : ………………………………………………….…………………………

**2. Educational Qualifications**

**2.1 G C E (O/L) Examination: Index No: …………………………….. Year: ………………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subjects** | **Grade** | **Subjects** | **Grade** | **Copy of the certificate to be attached** |
|  |  |  |  | **Annexure (…)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.2 G C E (A/L) Examination: Index No: …………………………….. Year: ………………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subjects** | **Grade** | **Subjects** | **Grade** | **Copy of the certificate to be attached** |
|  |  |  |  | **Annexure (…)** |
|  |  |  |  |
|  |  |  |  |

**2.3 Bachelor’s / Masters Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **University/ Institute** | **Valid Date** | **Copy of the certificate to be attached** |
|  |  |  | **Annexure (…)** |
|  |  |  |  |

* 1. **Diploma/ Higher Diploma**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Higher Diploma/ Diploma** | **University/ Institute** | **Duration** | | | **Copy of the certificate to be attached** |
| **From……** | **To** | **No. of months/ Years** |
|  |  |  |  |  | **Annexure (…)** |
|  |  |  |  |  | **Annexure (…)** |

* 1. **Certificate Courses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Certificate Course** | **Institute** | **Duration** | | | **Copy of the certificate to be attached** |
| **From……** | **To** | **No. of months/ Years** |
|  |  |  |  |  | **Annexure (…)** |
|  |  |  |  |  | **Annexure (…)** |
|  |  |  |  |  | **Annexure (…)** |
|  |  |  |  |  | **Annexure (…)** |

**3. Professional Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership obtained** | **Institute** | **Valid Date** | **Copy of the certificate to be attached** |
|  |  |  | **Annexure (…)** |
|  |  |  | **Annexure (…)** |
|  |  |  | **Annexure (…)** |

**4. Work Experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years & Months** | | **Position** | **Organization** | **Copy of the certificate to be attached** |
| **From** | **To** |
|  |  |  |  | **Annexure (…)** |
|  |  |  |  | **Annexure (…)** |
|  |  |  |  | **Annexure (…)** |

**5. Other Skills and Performances:**

|  |  |  |
| --- | --- | --- |
|  | **Area of acquired skills/ Performances/ Extra Curricular Activities** | **Copy of the proof documents to be attached** |
|  |  | **Annexure (…)** |
|  |  | **Annexure (…)** |
|  |  | **Annexure (…)** |
|  |  | **Annexure (…)** |
|  |  | **Annexure (…)** |

**6. Two non-related Referees**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | 2. |  |

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge and forward the same for your kind consideration.

……………………………… ………………………

**Signature of the Applicant Date**

Note: If the candidate in the service of Government Department/State Corporation/ Statutory Boards should submit their application through the respective Heads of Department.

……………………………… ………………………

**Signature & Seal Date**

**Head of the Department**