



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

FOR EMPLOYMENT

Recent
Passport Size
Photograph to
be pasted
here

Form No.: JDB/STAFF/10

APPLICATION (PERSONAL DATA)

1. Position applied for: _____
2. Advertisement Ref.: _____
3. Name (in full): _____
4. Father's/Husband's Full Name: _____
5. Father's/Husband's Occupation/Designation: _____
Name & Address of Organization: _____

6. Date of Birth: _____ 7. Nationality: _____ 8. Marital Status: _____
9. Do you belong to SC/ST/OBC: ☐ Yes ☐ No
(if yes, attach a copy of the certificate)
10. Permanent Address: _____
11. Contact Address
(if other than permanent address): _____
Phone No. _____ E-mail: _____

12. Educational Qualifications:

Sl. No.	Name of School / College / University	Medium of Teaching / Learning	Examination Passed / Degree	Institution / University	Year of Passing	Subject(s) taken	Grade/Div./ Class with % of marks

13. Past Engagements:

Sl. No.	Name of Employer	Designation	Duration			Total Pay (P.M.)	Duties & Responsibilities	Reasons for Leaving
			From	To	Total Period			
i)								

N.B. If space provided is found insufficient, additional sheet may be used for the purpose.

Please turn over

15. Languages Known (Please underline mother tongue):

Speak, read & write	Fluent in	Speak only	Understand only	Proficiency Level

16. Have you attended any Seminars / Workshops / Training Programme? If so, please mentioned in brief:

17. Have you ever been convicted by any Court of Law? (If yes, attach details)

18. Hobbies and Specific Interests:

19. Medical History: Have you suffered from any major disease or gone through any major operation within last 5 years?

If so, please give details: _____

Blood Group: _____ (Please submit pathological report)

20. Any other information you wish to mention: _____

21. Notice Period that you need to serve: _____

22. Reference, if any: _____

N.B.: If space provided is found insufficient, additional sheet may be used for the purpose.

DECLARATION

I hereby declare that all statements made in the application are correct & complete to the best of my knowledge and belief and nothing has been concealed. I am aware of any circumstances that may impair my fitness for employment. If I am, at any time, found to have concealed any material information or given false information, my appointment shall be liable to summary termination.

Date:

Place:

Signature

FOR OFFICE USE ONLY

Remarks about candidate: Not suitable/May be appointed on Contract / Probation

On Contract Pay p.m. Rs. _____/- Consolidated

On Probation in the Scale of Rs. _____/-

Basic Pay _____ + D.A.

Total Rs. _____

Date of Appointment:

Date: _____

[Secretary General]