



# J.D. BIRLA INSTITUTE

**Unit of Vidya Mandir Society**

(Affiliated with Jadavpur University)

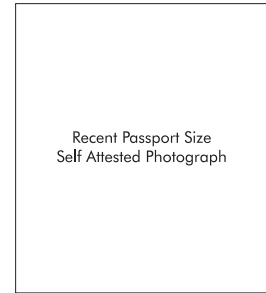
Recognised by UGC (12B & 2f)

**Departments of Science, Commerce & Management**

**Main Campus:** 11 Lower Rawdon Street, Kolkata- 700020

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Form No.: JDBI/STAFF/11

## APPLICATION FOR EMPLOYMENT (NON-TEACHING)

Post Applied for: ..... Department .....

Application Reference ..... Date of Application .....

### PERSONAL INFORMATION

Name .....

Gender ..... Nationality .....

Age ..... Date of Birth:       Marital Status .....

Day                      Month                      Year

Do you belong to SC/ST/OBC  Yes  No

Name of Spouse ..... Occupation .....

Name of Father ..... Occupation .....

Name of Mother ..... Occupation .....

Address for Communication .....

Mobile No. .... Email .....

### MEDICAL HISTORY

*If you have suffered from any major disease or gone through any major operation within last 5 years, give details:*

**BLOOD GROUP:**

### LANGUAGES KNOWN

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

### EDUCATIONAL QUALIFICATIONS

Examination Passed	Board / University / College	Year of Passing	Class or Divn.	% of Marks
STD.X				
Higher Secondary				
Graduation				
Post-Graduation				
Training in ICT / Computers				
Any Other				

**EXPERIENCE**

<b>EMPLOYMENT (IF ANY)</b>		
Present Employer		
Present Position		
Current Pay and Allowances		
<b>PAST EXPERIENCE</b>		
<i>Period of Service</i>	<i>Name of Organization</i>	<i>Job Profile</i>
1)		
2)		

**HOBBIES & AWARDS**

<b>PARTICULARS OF EXTRACURRICULAR ACTIVITIES (IF ANY)</b>			
<i>Name of Activity</i>	<i>Details of Training</i>		
1)			
2)			
<b>AWARDS &amp; RECOGNITIONS</b>			
<i>Title of Award</i>	<i>Year</i>	<i>Awarded For</i>	<i>Awarded by</i>
1)			
2)			

**REFERENCE, if any****ANY OTHER INFORMATION**

Have you ever been convicted by any Court of Law	
If selected, time required to join	

Lines may be added for additional information. However single line spacing should be maintained.

**DECLARATION**

I hereby declare that all statement in the application are correct and 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.

Place:

\_\_\_\_\_  
*Signature (with Date)***FOR OFFICIAL USE**

Not Suitable / Maybe appointed on Contract / Probation

Period of Appointment (on Contract): .....

On Contract: Pay p.m. Rs..... (Consolidated)

On Probation: Scale of Pay .....

Date of Appointment:

\_\_\_\_\_  
*Signature of Appointing Authority (with Date)*