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| E:\LARPM\LOGOS\logo.jpg | **CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY (CIPET)**(Department of Chemicals & PetrochemicalsMinistry of Chemicals & Fertilizers, Govt. of India)CIPET Head Office, T.V.K Industrial Estate, Guindy, Chennai – 600 032Website: [www.cipet.gov.in](http://www.cipet.gov.in)  |
| **APPLICATION FORM FOR NON-TECHNICAL POSITION** |

(a) Sr. Finance & Accounts Officer

1. Post applied for **Finance & Accounts**

*(please tick*

*whichever is applicable)*

(b) Manager(Admn.) / Sr. Admn. Officer

**Administration**

1. Full Name

(in block letters)

1. Date of Birth Blood Group
2. Community

 (SC/ST/OBC/GEN)

1. Whether Physically Challenged Yes No

If yes, state % of disability

(certificate to be enclosed)

1. Sex Male Female
2. Marital status Married Single
3. Nationality Religion
4. Mother tongue
5. (a) Name and Address of Mother & Father

(b) Name of Spouse (if applicable)

(c) If spouse is employed,

 Give employment details

1. Postal address for correspondence

with pincode

1. Postal address of the present employer

with pincode

Telephone Nos. (O) (M)

E-mail Website

1. Permanent Address

1. Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt./Semi-Govt./Autonomous Body or Private Service?

If yes, give details in a separate sheet.

1. Have you ever faced any Vigilance Enquiry or enquiry by anti-corruption bureau/Central Bureau of Investigation or any other Investigative Organization

Yes No

If Yes: Please indicate in brief, the details of the Vigilance Enquiry and outcome thereof in separate page

1. Academic Qualifications:

(Please attach photocopies of Degree Certificates including Date of Birth proof only. Copies of semester-wise mark sheets need not be attached)

Give particulars in a chronological order starting with High School Certificate to Post Graduation and Ph.D.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Course / Degree / University / Board** | **Subject/****Specialization** | **Mode of study**  **Full Time /** **Part time / Correspondence**  |  **Class**  | **% of Marks/ CGPS**  | **Year of Passing** | **Period of study (month/yr)** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Employment details: (Give particulars in ascending chronological order starting from the first employment – Mention Post – Qualification experience only)

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| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Employer** | **Position held** | **Pay Scale & Gross Salary** | **Place / State of Employment** | **Period of Employment****(Month/Year)** |
|  |  | **From** | **To** |
|  |  |  |  |  |  |  |

*NB: If self-employed, please indicate average monthly income*

1. If you claim Experience, please furnish details on the following,

*(please include lists in separate sheets)*

1. **Finance & Accounts** :
2. **Administration:**

***NB:*** *Please attached separate sheets for the above mentioning your key areas and specialization / expertise.*

1. Administrative skills & capabilities (please mention the position held and nature of work)

1. Extra - Curricular and extension activities:
* Participation in N.S.S. activities :
* Participation in University - Industry Interaction :
* Participation in Sports activities at university / State level :
* Participation in any other activities such as Rector of the Hostel , etc :
* Sports Winners at Zonal, Inter-Zonal state and :

National level Tournaments

* Any other work :
1. Current Membership of Professional Bodies and Awards / Scholarships received (if any) :

a) Membership of Professional Bodies (National / International Level)

b) Other Achievements (National / International)

1. (a) Specialized area you would like to strengthen on joining CIPET. *(A brief write up may be given as Annexure –I)*

(b) Justify your candidature for the applied post. *(A brief write up may be given as Annexure – II)*

1. Knowledge of foreign languages
2. Overseas assignment / training
3. Reference

Responsible persons not related to the applicant but closely acquainted with the applicant

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| **Name and Designation** | **Address** |
|   | Phone: Fax: Email:  |
|   | Phone: Fax: Email:  |

1. Last drawn pay details (Salary Certificate to be attached)

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| --- |
| Pay in the Pay Band Rs. Scale of Pay:Grade Pay Rs.D.A./I.D.A. Rs. H.R.A. Rs. Any other All.(1) Rs.Any other All(2) Rs.Total Gross Salary Rs. |

1. Notice period / No. of days likely to be availed for relieve from parent organization on selection:
2. (a).Details of relatives working at CIPET, if any :

(b) Any other information you may like to furnish to CIPET:

1. Social / Political / Religious Affiliations of the Candidate if any, Mention the name and clear details about the affiliations:

**DECLARATION**

I Declare that the Entries made in the Columns of this proforma are correct and true to the best of my knowledge and nothing has been either concealed or misrepresented by me. In case of any misrepresentation, I understand that employment if any gained, is liable for termination.

Place: **Signature**

Date:

**-------------------------------------------------------------------------------------------------------------------------------**

**Forwarding of Application through proper channel: (To be filled in by the forwarding authority).**

**(Applicable for Candidates from Central/State Govt./PSU/Autonomous/Quazi-Govt. only)**

Date: \_\_\_\_\_\_\_\_

*Forwarded to the Chief Manager (P&A), Central Institute of Plastics Engineering & Technology (CIPET), Head Office, Guindy, Chennai*

The applicant has been working in this Office / Organization / Institute / University as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and is still in service. We have No Objection to his/her candidature being considered for the post he / she is applying.

Place: **Signature**

 (Name & Designation with seal)

**N.B.: 1). Use separate sheets wherever necessary while filling application form above.**

 **2). All entries in this application form shall be neatly typed.**