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| E:\LARPM\LOGOS\logo.jpg | **CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY (CIPET)**  |
| **APPLICATION FORM FOR SUPERVISORY NON-TECHNICAL POSITIONS(JAN 2016)** |

(a) Sr. Admn. Officer / Sr. Accounts Officer

1. Post applied for **Post**

*(please tick*

*whichever is applicable)*

(b) Admn. Officer / Accounts Officer

**Post**

1. Full Name

(in block letters)

1. Date of Birth Blood Group

1. Community

 (SC/ST/OBC/GEN)

1. Whether Physically Challenged Yes No

If yes, state % of disability

(certificate to be enclosed)

1. Sex Male Female Others
2. Marital status Married Single Others
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/place

1. Postal address for correspondence

with pincode

Telephone Land Line Mobile

 E-mail

Nearest Relative’s Mobile Number A)

 B)

WEBSITE:

1. Postal address of the present employer

with pincode

Place of Upbringing / Hometown:

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. 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**  | **Duration of Degree / PG (whether 1 year or 2 years or 3 years course)** | **Year of Passing** |
|  |  |  |  |  |  |  |

1. Employment details: (Give particulars in ascending chronological order starting from the first employment)

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

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

 *(Give clear details about your experience) (please use separate sheets, if required)*

1. References

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

|  |  |
| --- | --- |
| **Name and Designation** | **Address** |
|  | Phone / Mobile:Email:  |
|  | Phone / Mobile: Email:  |

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

|  |
| --- |
| Basic 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:
2. Copies of documents enclosed:
3.
4.
5.

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

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

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

*Forwarded to Central Institute of Plastics Engineering & Technology (CIPET)*

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.**