

EDUCATIONAL QUALIFICATION Please fill your details in descending order up to SSC

Duration		Qualification	Name of School/College (with City Name)	Board/University	Regular /DL/ Part- Time	Main Subjects	% Obtained
From	To						

PROFESSIONAL/ TECH. QUALIFICATION Please fill your details in descending order.

Duration		Qualification	Name of School/College (with City Name)	Board/University	Regular /DL/ Part- Time	Main Subjects	% Obtained
From	To						

You should mention all the important programming languages and software packages that you have expertise in.

TECHNICAL EFFICIENCY

<u>Skill</u>	<u>Last Used</u>	<u>Version</u>	<u>Experience</u>
MS Office			
MS Excel			
MS PowerPoint			
Tally			
Corel Draw			
Photoshop			
ERP			
Others			

Typing Speed in Hindi: _____ Typing Speed in English: _____

Please use Rear Side of this sheet for additional information

FAMILY BACKGROUND

Relation	Name	DOB/Age	Qualification	Occupation	Contact No.
Father					
Mother					
In order of Seniority (Brother, Sister & Self)	Name	DOB/Age	Qualification	Occupation	Contact No.
1.					
2.					
3.					
4.					
5.					
Spouse					

LANGUAGE KNOWN

Sl. No.	Language	Read	Speak	Write

DETAIL OF WORK EXPERIENCE

Please put your experience in descending order.

Duration		Name & Address of Employer	Designation	Duties/Job Responsibility	CTC/ Gross/ Net Salary	Reason for Leaving	Availability of these doc. (Salary Slips, Relieving, Experience Certificate, Bank Statement)
From	To						

Please use Rear Side of this sheet for additional information

SERVICE / SECRECY AGREEMENT & DECLARATION

Please use Rear Side of this sheet for additional information

- (1) What is the notice period in your current organisation
- (2) What is your expected annual CTC/ Gross Salary/ Net Salary.....
- (3) In case of break in service, please specify the reason with duration

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- (4) In case of break in studies, please specify the reason with duration

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- (5) Have you been criminally prosecuted (Yes/No) (Please specify the reason)

.....

- (6) Are you facing any legal case at present, if yes, please specify the detail of case.

.....

- (7) I hereby declare that I have signed/ not signed any service / secrecy agreement with my current employer. (In case, yes) please specify the same.

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I hereby declare that the forgoing statements are true to best of my knowledge and latest. Nothing has been distorted/ concealed and I (undersigned) understand that I will form the basis of contract of employment if I am employed by the company. If in future date, it is found that any of the information herein is false or incorrect in any material respect, the company will have the right to terminate my service without any notice or salary in lieu thereof.

Date:

Signature of Candidate

Thank you for your co-operation in filling up the form.

For office use only:-