Application for the Post of Programme Manager / MIS Assistant / Accountant

A		Personal Information			
1	Full Name of the Applicant	:			
2	Sex (M / F / TG)	:			
3	Full Name of Father	:			*Recent Passport Size Photograph*
4	Full Name of Mother	:			
5	Birth Date (DD/MM/YYYY)	:			
6	Age as on 31/08/2019 (in Completed Years)	:			
7	Current Address with name of Village / Block / District/ State	:			
8	Permanent Address with name of Village / Block / District/ State	:			
9	Mobile Number (Mandatory)	:			
10	Alternate Mobile Number (Optional)	:			
11	Email ID	:			

B   **Educational Qualification** *(Bring Original Documents along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)*

	Degree/Diploma/ Certificate Course/ Any other	Institution/ College/ School	University / Board	Year of Passing	Marks Secured/ CGPA	Total Marks/ CGPA
1	10th					
2	12th					
3	Graduation (Specify)					
4	PG (Specify)					

C   **Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below**

1						
2						
3						
4						

D   **Computer/Accounting/Any Other Courses** *(Bring Original Documents along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)*

	Name of the Course	Name of Institution	Government/ Private	Period of course	Grades/ Class/ Marks if any	
1						
2						
3						

E	**Professional Experience** - Start with the MOST RECENT JOB *(Bring Original Experience Certificate along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)*							
	Name of the Organization	**Name of the Project**	**Period of Work**	**Position Held**			**Years of Experience**	**Main Responsibilities**
				Name	From (MM/YYYY)	To (MM/YYYY)		
1								
2								
3								
4								
5								
6								

F	**Language Proficiency (Write the name of Language and Put Tick Mark (✓) in columns**			
	Language	**Speak**	**Read**	**Write**
1	Odia			
2	Hindi			
3	English			
4	Any Other			
5				

G	**Any other relevant information**

I hereby, declare that information written by me is true to best of my knowledge. I understand that, in case of false information my candidature will be rejected at given point of time and I am also liable for appropriate action.

Date
Place   **Signature of Candidate**