

## APPLICATION PROFORMA

1. Name of the Post :
2. Serial No. of the Post :
3. Name of the Applicant (Block Letters) :
4. E-mail address :
5. Contact No. :
6. Father's Name :
7. Permanent Address :
8. Correspondence Address :
9. Date of Birth :
10. Age (in Years, Months & Days) :  
as on 26.09.2022
11. Category : Gen/ SC/ ST/ OBC  
(Copy of relevant certificate to be enclosed in case of SC/ ST/ OBC)
12. Educational Qualification :  
(Copies of relevant Certificates/ Degrees/ Diploma to be attached)

Passport size  
photograph to be pasted

**(a) Essential (Starting from Degree/ Diploma Examination onwards)**

S.No.	Name of the Exam passed/ Degree/ Diploma	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% of Marks/ Division

**(b) Desirable**

S.No.	Name of the Exam passed/ Degree/ Diploma	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% of Marks/ Division

**13. Experience**

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**(Copies of relevant Experience Certificates to be attached)**

Sl. No	Post Held	Name of the organization	Type of Post (Part time/ Contractual/ A-dhoc/ Regular/ Temporary/ Permanent)	Period (Exact dates to be given indicating day month & year)		Total Duration			Salary Drawn	Nature of work
				From (DD/M M/YYYY Y	To (DD/M M/YYYY Y	Years	Month	Days		

**DECLARATION**

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Enclosures: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Applicant  
(with date)

**Note:**

1. A brief self assessment (One page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates for Educational qualification, Experience & Date of Birth (DOB) etc. with their application.
3. The experience gained in full time employment, in the relevant field, after the completion of Essential Qualification, within the closing date of receipt of applications is to be mentioned.
4. The details of experience i.e. Certificate(s) from the Head(s) of Organization(s)/ Department(s) for the entire experience claimed, clearly mentioning the duration of employment at each post (date, month and year) & field of experience indicating basic pay and consolidated pay must be enclosed. The certificate(s) should also mention the nature of duties performed/ experience obtained in the post(s) with respective duration(s).
5. Candidates serving in Central/State Govt. or any Govt. undertaking/ autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to Indo Danish Tool Room, Jamshedpur and produce NOC at the time of interview.
6. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
7. Incomplete applications or applications with lack of essential documents or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.