**APPLICATION FORM FOR THE POSITION OF..........................**

|  |
| --- |
| 1. **Full Name of the candidate** (In Block Letters):

Paste Recent Passport Photo |
| 1. **Father’s/Husband’ s Name :**
 |
| 1. **Mother’s Name :**
 |
| 1. **Gender:**
 |
| 1. **Maritial Status :**
 |
| 1. **Nationality :**
 |
| 1. **Permanent Postal Address** (attach a copy of evidence)**:**
 |
| 1. **Police Station:**
 |
| 1. **Current Address:**
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| 1. **Mobile No.:**
 |
| 1. **Mobile No.** *(WhatsApp messenger)* **:**
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| 1. **Email ID :**
 |
| 1. **Passport No.** *(If available)*: …………………..
 |
| 1. **Date of Birth** (attach a copy of evidence)(dd/mm/yyyy):
 |
| 1. **Age** *(As on 1st January’2023)* **:** \_\_\_\_\_\_Years \_\_\_\_\_\_ month(s)
 |
| 1. **Current Designation:**
 |
| 1. **Current Employer’s Full Address with contact email and phone number:**
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1. **Educational Qualification** (attach copies of certificates)**:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Examination** | **Subject** | **Year of Passing** | **Name of College**  | **Name Board/ University** | **Class/ Percentage of marks obtained** |
| 1. | Graduation  |  |  |  |  |  |
| 2. | Post graduation  |  |  |  |  |  |
| 3. | Others (if any) |  |  |  |  |  |

1. **Training details relevant to the position applied** (attach copies of certificates)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Title of the Training program** | **Duration of Training** | **Training organized by** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. **Total Professional Experience :** \_\_\_\_\_\_\_\_ Years \_\_\_\_\_\_ month(s)
2. **Details of Professional Experience** *(Starting from latest \*\*) (attach copies of experience certificates):*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Designation** | **Organization** | **From****(mm/yyyy)** | **To****(mm/yyyy)** | **Last net salary drawn (per annum)** | **Summary of Services provided** |
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*\*\* Attach latest salary certificate.*

1. **Write a brief note describing why would like to be associated with us :** *(Maximum 250 words)*

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1. **Languages proficiency:** (please tick √)

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| --- | --- | --- | --- | --- |
| **Sl.** | **Language**  | **Read** | **Write** | **Speak** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

1. **Computer proficiency :**

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| --- | --- | --- | --- | --- |
| ***Sl.*** | ***Program/Software/Applications***  | ***Excellent*** | ***Good*** | ***Average*** |
|  |  |  |  |  |
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1. **Names and Addresses of two persons from whom we may seek reference about you:**

*(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl** | **Name of the person & designation (if any)** | **Address** | **Phone no** | **E-mail id** |
|  1. |   |   |   |   |
|  2. |   |   |   |   |

1. **Have you ever been discharged or forced to resign from any position?** *(If yes furnish details)*

|  |
| --- |
| **Declaration**: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AS-CFMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AS-CFMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.Date : Signature of the CandidatePlace : |

**IMPORTANT Notes**:

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. **While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**
3. **Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**