**Passport size Photograph**

To,

**The GENERAL MANAGER**

**(HR & ADMIN)**

# Application Proforma

Manorama Industries LTD.

Paraswani, road, Birkoni

**Raipur (C.G.)**

 **1. Position Applied for :**

**2. Name of the Applicant :** ................................................................................

**3. Name of Father / Husband :** ................................................................................

**4. Male / Female :** ................................................................................

**5. Date of Birth :** ................................................................................

**6. Domicile of Chhattisgarh Yes/No :** ................................................................................

**(If Yes then attach Domicile Certificate)**

**7. Permanent Address :** ................................................................................

.................................................................................

.................................................................................

**8. Postal Address :** ................................................................................

.................................................................................

.................................................................................

**9. Telephone / Mobile No. :** ................................................................................

**10. E-mail Address :** ................................................................................

-1-

**11. Educational / Professional Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of the Exam** | **University / Board** | **Year** | **Subject(s) Taken** | **Division Obtained (%)** |
| 1. | Ph.D. |  |  |  |  |
| 2. | M.Phil. |  |  |  |  |
| 3. | Post-Graduation,MBA, MSc, MA,M.Com |  |  |  |  |
| 4. | Graduation,B.Tech, B.Sc,B.Com |  |  |  |  |
| 5. | Higher Secondary (12th) |  |  |  |  |
| 6. | Secondary (10th) |  |  |  |  |

**12. Qualification / Training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** |  **Course Name** | **Institution / Organization** | **Duration of the Course** | **Year of Completion** | **Proficiency**  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

1. **Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Organization** | **Designation** | **Period** | **Job Description** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**-2-**

1. **Computer Proficiency:**

|  |  |  |
| --- | --- | --- |
| **Expert** | **Intermediate** | **Beginner** |
|  |  |  |

1. **Your Strengths (in 100 words)**
2. **Aadhar Card No (attach copy)**
3. **References Details (Give Details of Two Referees with their contact details and email id)**

# DECLARATION

I ................................................................. (Name) hereby declare that the information furnished above is completely true and correct. In the event of any of the information furnished above being found incorrect / false, I shall render myself liable for disqualification for the post applied for apart from the necessary actions as may be deemed fit.

**Place :**

**Date : Signature of the applicant**

**(Name of the Applicant)**

**List of attached certificates / documents: (Shall be verified from originals)**

1. .................................................................................

2. .................................................................................

3. .................................................................................

4. .................................................................................

**-3-**