

**CHECK LIST FOR SCRUTINY OF THE APPLICATION OF CANDIDATES APPLIED FOR
APPOINTMENT**

- 1) Name of the Candidate :
- 2) Father's Name :
- 3) Male/Female :
- 4) Date of Birth : Age:
- 5) Address for communication :
- 6) Contact.No. :
- 7) Community :
- 8) Educational Qualification :
- 9) Marks obtained i) Marks Secured =
 ii) Total Marks =
 iii) Percentage =
- 10) Experience :
- 11) Whether application is accepted or Rejected :
- 12) Remarks :

Application Form

Latest
passport size
PHOTO

Note: - 1. All columns of the application must be filled by the candidate.

2. Copies of all required certificates according notification duly attested by a Gazetted Officer must be enclosed.

Position Applied For: _____

[1] PERSONAL INFORMATION:

Name _____

Residential Address: _____

Phone Number: _____ Mobile Number: _____

Email id: _____

Sex: Female Male

Date of Birth:

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 Age as on 1.7.2023: _____

Nationality and Religion: _____

Whether the candidate belongs to S.C. or S.T. or B.C. if so particulars: _____

Disability, if any:

Have you been charge-sheeted, convicted of or pleaded guilty to an offence?
Yes _____ No _____

If yes particulars thereof and present status: _____

Have you been associated with any organization that has been blacklisted OR has been proved of financial fraud ? Yes _____ No _____

If yes, please explain:

What date are you available to start work? _____

[2] EDUCATION INFORMATION: Please give details of your education track record (from high school to PG)

Sl. No.	Qualifications (Degree/PG) with specialization	Name of the College/University	Degree	Period (from -to)	% of Marks scored

Highlight Trainings you have attended (list only the trainings that are related to women & child protection)

Topic of Training	Training organized by – venue	Duration of the training

[3] EMPLOYMENT HISTORY : [Give details of the last 3 postings]

Name of the Organisation	Position held / Designation	Period (from-to)	Address Phone: Email:	Job Responsibilities	Last Salary drawn	Reasons for Leaving

Total no. of years employment experience in relevant field: _____

Work experience in collaboration with NGO/Govt.. depts./agencies if any

Position held / Designation	Name of the Project /Program	Name of the Organization / Dept../Agency partnered with.	Duration of such collaboration/partnership

May We Contact Your Present Employer? Yes _____ No _____

Computer Skills: How do you rate yourself.

Skill in using the computer	Excellent/ Good / Average /No experience
Skill in using the MS-Word, MS-Excel & Power point.	Excellent/ Good / Average /No experience
Skill in using the using the internet	Excellent/ Good / Average /No experience

Skills and Competencies you have that would benefit the program here:

i. _____

ii _____

iii _____

Your Achievements in the area of women and child protection: _____

Awards/Citations received: _____

References: (Please give details of two references)

(1) Name/Title Address & Phone no: _____

Relationship with referee: _____

(2) Name/Title Address & Phone no: _____

Relationship with referee: _____

I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above (including the enclosed documents).

Signature _____

Date _____