Annexure-A

APPLICATION FORM FOR THE POSITION OF.....

Paste self-attested Recent Passport Photo

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Maritial Status :
6. Nationality (attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Email ID :
12. Date of Birth (attach a copy of evidence) (dd/mm/yyyy):
13. Age : _____Years _____month(s)
14. Current Designation:
15. Current Employer's Full Address with contact email and phone number:

16. Educational Qualification (attach a 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)					

17. 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.			

18. Total Professional Experience: _____years _____months
19. Total Experience in Procurement: _____years_____months
20. Total Experience in Externally Aided Project, if any: _____years _____months
21. Details of Professional Experience *(Starting from latest **)* *(attach copies of experience certificates):*

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided

*** Attach latest salary certificate.*

22. Languages proficiency: (please tick √)

Sl.	Language	Read	Write	Speak

23. Computer proficiency

Sl.	*Program/Software/Applications*	*Excellent*	*Good*	*Average*

24. 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.				

25. Do you have any criminal or corruption charges against you? *(If yes furnish details)*

26. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? *(If yes furnish details)*

27. 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 AUIDFCL 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 AUIDFCL would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date: Signature of the Candidate
Place:

MPORTANT Notes:

1. Candidates shall complete this application in not more than 8 pages <u>strictly</u> 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 along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.*
2. Self attested copies of all the relevant certificates/testimonials needs to be brought along with the application while appearing the Walk-In Interview. Candidates are to note that <u>applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected</u>.