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## Form for Walk-in-Interview for Post of Executive Assistant

A. Personal Information					
Name in full (in block letters):					<i>Affix Recent Photograph</i>
Father's Name:					
Nationality:					
Religion:					
Gender:	Male	Female			
Category:	Gen	SC	ST	OBC	PH
Date of Birth (as per SSLC/ HSC/ SSC/ Matric Certificate)	Date	Month	Year		
Address for Communication:	City:		Pin code:		
	State:				
Phone with STD code/ Mobile No.:					
E-mail:					
B. Academic Information (commencing with the Matriculation or equivalent examination in chronological order)					
Examinations Passed	Name of the Board/ University	Year of Passing	Subject/ Specialization	Percentage/ CGPA	Class/ Division
C. Knowledge of Computer Applications					
MS Excel	Average	Good	Excellent		
MS Word	Average	Good	Excellent		
MS Powerpoint	Average	Good	Excellent		
Video Calling (Skype etc.)	Average	Good	Excellent		
Please add additional skills, rate as above:					

**D. Work Experience** (starting from the present employment), if any\*

List Name & Address of the employer	Position Held and Nature of Work	Period		Permanent/ Temporary	Salary & Grade ( <i>annual</i> )
		From	To		

*\*Please be brief, if extra space needed use **Page 4***

**E. References**

List two references (not relatives) having knowledge of your work performance, who might be contacted, if needed.

Name and Occupation	Address	E-mail and Phone/ Mobile

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Name: \_\_\_\_\_

# DECLARATION

I \_\_\_\_\_ hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/ distorted any material/ information, my engagement as Executive Assistant is liable to be summarily terminated without notice.

Date:

Place:

\_\_\_\_\_  
Signature

**SPACE FOR ADDITIONAL ENTRIES**  
*(Please mention section, to which the information pertains)*