

For Office Use Only
Appl.No. EA/ /

CSIR-INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY
(Council of Scientific & Industrial Research)
BHUBANESWAR-751013

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APPLICATION FORM FOR THE POSITION OF EXECUTIVE ASSISTANT

ADVT. NO. 02/CSIR-IMMT/AcSIR/(2014)

1. Name of the Position : **Executive Assistant**
2. Name of the Applicant (in Capital):
3. Sex (Male/Female):
4. Father's/Husband's Name :
5. Date of Birth (DD/MM/YY):/...../..... Age : (as on date of interview) :.....Y.....M..... D
6. Permanent Address:
7. Correspondence address (in Capital) : C/o :
- At/Po.: PS: /City:
- Dist: State: PIN:
- Tel.No. / Mob. No. E-mail:
8. Whether SC/ST/OBC/PH/GEN/ OTHERS:
9. Educational Qualifications :

Exam. passed	Board/ Univ.	Year of passing	Divn.	% of marks	Subjects
H.S.C.					
+2 Sci./Arts/ Comm.					
B.Sc./B.A./B. Com					
DCA/PGDCA					

10. Experience (if any) at other Organisation:

Organisation Name	Date of Joining & Leaving	Designation/ Position	Salary / Emoluments	Period of exp.		
				Year	Month	Days
TOTAL PERIOD						

11. Whether related to any AcSIR/CSIR/IMMT employee: **Yes / No.**

(If yes, please mention) Relationship Type:

Name:..... Position:Divn/Dept./Sec.:.....

Name of the Institution:Place:

DECLARATION

I hereby declare that all the statements made in this application are true and complete 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 is liable to be summarily terminated without notice.

Date : _____

SIGNATURE OF THE APPLICANT