**Academy of Scientific and Innovative Research**

**Office of AcSIR Coordinator at**

**CSIR- Centre for Cellular and Molecular Biology (CSIR-CCMB), Hyderabad**

**Application Form for the position of Executive Assistant**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Personal Information** | | | | | | | | | |
| Name in full  (in block letters): | |  | | | | | | *Affix Recent*  *Photograph* | |
| Father’s Name: | |  | | | | | |
| Nationality: | |  | | | | | |
| Religion: | |  | | | | | |
| Gender: | |  | | | | | |
| 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: | |  | | | | | | | |
| 1. **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 |
|  |  | | |  |  | |  | |  |
|  |  | | |  |  | |  | |  |
|  |  | | |  |  | |  | |  |
|  |  | | |  |  | |  | |  |
|  |  | | |  |  | |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Knowledge of Computer Applications** | | | | | |
| MS Excel | Average Good Excellent | | | | |
| MS Word | Average Good Excellent | | | | |
| MS Power Point | Average Good Excellent | | | | |
| Video Calling (Skype etc.) | Average Good Excellent | | | | |
| Please add additional skills, rate as above: | | | | | |
|  |  | | | | |
|  |  | | | | |
|  |  | | | | |
|  |  | | | | |
| 1. **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 *(annual)* |
| From | To |
|  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| 1. **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 |
|  |  |  |
|  |  |  |

**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)*