Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photograph

**NSEIT LIMITED**

**EMPLOYMENT APPLICATION FORM**

(To be filled in Block Letters Only)

**1. PERSONAL DETAILS**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (First Middle Last)

Sex: M / F Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_ Blood Group: \_\_\_\_\_\_\_\_\_\_

**(DD/MM/YY)**

Height: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status \_\_\_\_\_\_\_\_\_\_\_\_\_ Identification Marks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Aadhar Card No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2**. **PASSPORT DETAILS**

No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ECNR**: YES / NO Place of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_ Valid Visa (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_

Countries traveled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. ADDRESS**

**Present Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin: \_\_\_\_\_\_\_\_\_\_\_\_

Tel.No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.** **FAMILY DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Relationship** | **Date of Birth** DD/MM/YY | **Sex** | **Whether Dependent** | **Occupation** |
|  |  |  |  |  |  |
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| --- |
| **5. EMERGENCY CONTACT DETAILS (Mandatory)** |
| **Sr. No.** | **Name** | **Relationship** | **Contact No.** | **Address** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**6. LANGUAGES KNOWN:**

Read:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. QUALIFICATION DETAILS** (Please start with the last qualification and up to 10th Std.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Specialization/ Subject** | **School/College/**  **University** | **Duration** (Years) | **Month & Year of Passing** | **% of Marks/ Class** |
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**8. SKILLSET** **(\* 0 = Basic; 1 = Advanced; 2 = Expert; 3 = Guru)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill / Platform** | **Certification** | **Exp.(in months)** | **Level of**  **Proficiency \*** |
|  |  |  |  |
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**9. EXPERIENCE DETAILS** (Start with Current/most recent job)

Total Exp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in yrs. / mths.) Relevant Exp.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in yrs. / mths.)

**(Please specify the duration in dd/mm/yy format only, failing which the last working day of the corresponding month would be taken as the default date.)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Organization** | **Industry** | **Duration** DD/MM/YY | | **Designation**  **- At joining**  **- At leaving** | **Last drawn Salary**  **(p. a.)** | **Reasons for leaving** |
| **From** | **To** |
|  |  |  |  |  |  |  |
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**Interviewer Assessment of Relevant Exp.:\_\_\_\_\_\_(in yrs.) \_\_\_\_\_\_\_ ( & mths.) Sign \_\_\_\_\_\_\_\_\_\_**

**10.**

|  |  |  |  |
| --- | --- | --- | --- |
| Please draw an organization chart showing your position and two positions each above and below you in your current assignment | **Details of present Salary:** | | |
|  | Monthly(Rs.) | Annual(Rs.) |
| **Fixed** |  |  |
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| **Variable** |  |  |
|  |  |  |
| **Total** |  |  |

Salary expected (annual): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Joining Time Required: \_\_\_\_\_\_\_\_\_\_\_\_

**11. ADDITIONAL INFORMATION**

Have you been interviewed earlier by NSE / NSE.IT, if yes, give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any Physical disabilities? If yes, give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted by the Court of Law. If yes, give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you know anyone from NSE.IT? If yes, give his/her name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. REFERENCES:**

(Min. one should be from the present employer, it will be checked only after you join us, if selected)

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

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. DECLARATION:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that all the information provided herewith is true and to the best of my knowledge.

Date\_\_\_\_\_\_\_\_\_\_\_\_ Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_