1. Interview Application Form (Print format)

Post Applied for (किस पद के लिए आवेदन): \_\_\_\_\_

Employee Photo

|  |  |
| --- | --- |
| Name (नाम) |  |
| Date of Birth (जन्म तिथि) |  |
| Age (आयु) |  |
| Gender (लिंग) |  |
| Nationality (राष्ट्रीयता) |  |
| Religion (धर्म) |  |
| \*Category (वर्ग) |  |
| Marital Status (वैवाहिक स्थिति) |  |
| Marriage Anniversary Date  विवाह की तिथि |  |

*\*Information collected here is for Govt. Statistical data use only. यहां एकत्रित की गई जानकारी केवल सरकारी सांख्यिकीय डेटा के उपयोग हेतु है।*

**Contact Details (**संपर्कविवरण**):**

|  |  |
| --- | --- |
| E-mail ID (ई- मेल) |  |
| Mobile /Phone No  (मोबाइल / दूरभाष संख्या) |  |

|  |  |
| --- | --- |
| **Present Address** पत्र व्यव्हार का पता | **Permanent Address** स्थायी पता |
| Line 1  Line 2  Line 3  City  District  State  Pin code |  |

**Details of Current Employment (**वर्तमान नौकरी का विवरण**)**

|  |  |
| --- | --- |
| Name of Company (नियोक्ता / कंपनी का नाम ) | If candidate is a fresher, mention |
| Date of Joining (कार्यग्रहण तिथि ) |  |
| Designation (पद ) | Fresher |
| Annual Package (CTC) वेतन सालाना |  |
| Salary (Per Month) वेतन मासिक |  |
| Notice Period in Current Organization  वर्तमान कंपनी में कार्य छोड़ने का समय |  |
| State the reason for which you are seeking for the job change:  उन कारणों का विवरण दे जिनके कारन आप नए नौकरियों के अवसर तलाश रहे हैं| |  |
| Expected Annual Package(CTC)  अपेक्षित सालाना वेतन |  |

**Present job responsibilities, in brief** (वर्तमान कार्य का संक्षिप्त वर्णन):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other allowances details (to be filled accurately)\***

अन्य भत्तों का वर्णन (कृपया सही विवरण दे)\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DA@ headquarter | DA Outside headquarter | Petrol Allowances | Phone Allowances | Hotel Eligibility |
|  |  |  |  |  |

**Previous Employment Records** ( अन्य कार्योनुभव के विवरण )

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Employer** | **Designation** | **Job Start Date** | **Job End Date** | **Gross Monthly Salary** | **Annual CTC** | **Reason for Leave** |
|  |  |  |  |  |  |  |

**Total Experience : \_\_\_\_\_ Years \_\_\_\_\_ Months**

कुल कार्य अनुभव : \_\_\_\_\_ साल \_\_\_\_\_ महीना

**Educational Details (**शैक्षाणिक योग्यताये**)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification\*** | **Year of passing** | **%/Grade** | **University / College** | **Course** | **Specialization** |
| 10th |  |  |  |  |  |
| 12th |  |  |  |  |  |
| Graduation |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |
| Other |  |  |  |  |  |

**About Yourself**

1. What is your aim in life?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are your hobbies and interest?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Where do you see yourself 5 Years from now?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are your greatest personal assets (qualities, skills, abilities) which make you successful in the jobs you take up?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are your Strengths?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are your areas where you think you need to improve yourself?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In the past or at present, have/are you suffered /suffering from, any form of physical disability or any minor or major illness or deficiency?  Yes  No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If yes mandatory to mention details)*

1. Have You Been criminally prosecuted?  Yes  No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If yes mandatory to mention details)*

1. *Do you have a valid driving licence?*  Yes  No

*(If yes mandatory to mention driving license no. and validity)*

**Other Info**

1. **Please give the reference who had worked with you in the previous organization**

*(in case of fresher this field is not mandatory)*

Name \_\_\_\_\_

Company \_\_\_\_\_

Fresher

Designation \_\_\_\_\_

Email \_\_\_\_\_

Contact No. \_\_\_\_\_

+Add Reference

1. **Acquaintances/ Relatives:**

Do you have any acquaintances or relatives associated with the VNR group Companies?

Yes  No

(If selected yes, show details,

Name \_\_\_\_\_

Company \_\_\_\_\_

Designation \_\_\_\_\_

Email \_\_\_\_\_

Contact No. \_\_\_\_\_

Relationship with person \_\_\_\_\_

+Add Reference

1. **Language Proficiency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Language** | **Read** | **Write** | **Speak** |
| 1 | Hindi |  |  |  |
| 2 | English |  |  |  |

+Add Language

1. **Please mention the source through which you came to know about this job opening:**

Company Careers Site  Naukri.Com  LinkedIn  Walk-in  Reference from VNR Employee \_\_\_\_\_ *(if selected mandatory to write)*

Placement Agencies \_\_\_\_\_ *(if selected mandatory to write)*

Others \_\_\_\_\_ *(if selected mandatory to write)*

**Family Details** (परिवार का विवरण )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo** | **Relationship** | **Name** | **Date of Birth** | **Qualification** | **Occupation** |
| 1 | Father |  |  |  |  |
| 2 | Mother |  |  |  |  |

**DECLARATION:**

**घोषणा**

I hereby declare that all the information’s and facts set forth in this application and any supplemental information is true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for immediate discharge. I hereby authorize investigation of all statements contained herein and employers listed above to give you any and all information concerning my employment, and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the company to hire me. I understand that I am required to abide by all rules and regulations of the company.

|  |  |
| --- | --- |
| Place (स्थान) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date (दिनांक): | Signature of the applicant आवेदक के हस्ताक्षर |

This page is available only in case of Sales candidate

**\* All the details is to be as per your current company only.**

**Reporting Details:**

|  |  |
| --- | --- |
| **Reporting Manager’s Name** |  |
| **Reporting Manager’s Designation** |  |

|  |  |  |
| --- | --- | --- |
| **No. of employees directly reporting to you** | **On roll employees** | **Third party employees** |
|  |  |

**Working Territory Details (mention the name of District or Area’s Covered):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Business Turnover Details:**

|  |  |  |
| --- | --- | --- |
| **Business Turnover** | **Current Year**  **(in lakh’s)** | **Previous Year**  **(in lakh’s)** |
| **Vegetable Business** |  |  |
| **Field Crop Business** |  |  |

**Incentive Plan Details:**

|  |  |
| --- | --- |
| **Incentive Payment Duration** | **Incentive Amount (in Rs.)** |
| Monthly | (If selected mandatory to write) |
| Quarterly | (If selected mandatory to write) |
| Half Yearly | (If selected mandatory to write) |
| Annually | (If selected mandatory to write) |

Any other details related to incentive plan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Company Vehicle Policy (select whichever is applicable to you):**

2 wheeler

|  |  |
| --- | --- |
| Ownership Type | Own Vehicle  Provided by Company Rs. \_\_\_\_\_ |
| Petrol Allowances | Rs. \_\_\_\_\_  per km  per month |

4 wheeler

|  |  |
| --- | --- |
| Ownership Type | Own Vehicle  Provided by Company Rs. \_\_\_\_\_ |
| Petrol Allowances | Rs. \_\_\_\_\_  per km  per month |

**Other Benefit details (select whichever is applicable and mention the details)**

|  |  |
| --- | --- |
| **Particulars** | **Amount** |
| DA @ Headquarter | Rs. \_\_\_\_\_ per day |
| DA outside Headquarter | Rs. \_\_\_\_\_ per day |
| Lodging eligibility | Rs. \_\_\_\_\_ per day |
| Medical Insurance | Rs. \_\_\_\_\_ |
| Group Term Insurance | Rs. \_\_\_\_\_ |
| Group Personal Accident Insurance | Rs. \_\_\_\_\_ |
| Mobile Handset | Rs. \_\_\_\_\_ |
| Mobile Bill reimbursement | Rs. \_\_\_\_\_ per month |
| Travel eligibilities | 3 AC (Train)  2 AC (Train)  Flight |

Any other benefits

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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