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**National Handloom Development Corporation Limited**

 **(A Government of India Undertaking, Ministry of Textile)**

 **Registered & Corporate Office, Greater Noida (UP)**

Please paste self-attested recent passport size photograph

 **APPLICATION FORMAT**

**(Note: a)All columns should be filled in block letters**

 **b) Incomplete applications/applications without enclosures will be rejected)**

**1.** POST APPLIED FOR:

**2.** FULL NAME (BLOCKLETTERS):

**3.** FATHER’S/HUSBAND’S NAME:

**4**. (a) DATE OF BIRTH:

 (b) AGE:

 As on 30-09-2022)

**5.** RESIDENTIAL ADDRESSES:-

1. CORRESPONDENCE:

ADDRESS

1. PERMANENT ADDRESS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  |  Female  |  |  Trans Gender |  |

**6.** SEX :

|  |  |  |  |
| --- | --- | --- | --- |
| Married  |  |  Unmarried  |  |

 **7.** MARITAL STATUS :

 **8.** RELIGION :

**9.** CATEGORY (SC/ST/OBC/GEN/PWD/OTHER):

(In case PWD, please mention the percentage & category of disability)

**10.** (a) POST HELD ON RETIREMENT:

 (b) DATE FROM WHICH POST WAS HELD:

 (c) NAME OF ORGANISATION:

 (d) WHETHER WORKING UNDER:

(Central Public Sector Undertaking/ Central Govt. /State Govt. / Central Statutory Authorities/ Central Autonomous bodies/ others)

 (e) SCALE OF PAY/ BASIC ON RETIREMENT:

 (f) TOTAL EMOLUMENTS:

**11.** Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME OF THE OFFICE/ ORGANIZATION** | **POST HELD ON REGULAR BASIS** | **FROM** | **TO** | **\*PAY BAND & GRADE PAY/ PAY SCALE OF THE POST HELD ON REGULAR****BASIS** | **NATURE OF DUTIES (IN DETAIL) HIGHLIGHTING EXPERIENCE REQUIRED FOR THE POST APPLIED** |
|  |  |  |  |  |  |
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\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned.

**12.** In case the applicant worked in an Organization which does not follow the CPSE IDA Pay-scales, the last salary slip issued by the Organization showing the following details may be enclosed.

|  |  |  |
| --- | --- | --- |
| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief/ other Allowances etc.,(with break-up details) | Total Emoluments |

**13.** EDUCATIONAL QUALIFICATION:

(Including professional qualifications, if any):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **COURSE NAME/****EXAM PASSED** | **NAME OF INSTITUTE/ UNIVERSITY** | **SUBJECTS STUDIED/ SPECIALIZED** | **MONTH & YEAR OF PASSING** | **DIVISION/ PERCENTAGE OBTAINED** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**14..** Additional information, if any,

|  |  |
| --- | --- |
| **A**.relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to;1. Additional academic qualifications
2. Professional training
3. Work experience over and above prescribed in the Vacancy Circular/ Advertisement)

**(Note: Enclose a separate sheet, if the space is insufficient)** |  |
| **B. Achievements:**The candidates are requested to indicate information with regard to;1. Research publications and reports and special projects
2. Awards/Scholarships/Official Appreciation
3. Affiliation with the professional bodies/institutions/ societies and;
4. Patents registered in own name or achieved for the organization
5. Any research/ innovative measure involving official recognition
6. any other information.

**(Note: Enclose a separate sheet, if the space is insufficient)** |  |

**15.** Any other relevant information:

|  |  |
| --- | --- |
| **A.** Whether Essential Educational, experience and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.) |  |
| **B.** Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and work experience of the post. |  |

**DECLARATION:**

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**Date: (Signature of the candidate)**

**Place:**