

Application for the Post of Programme Manager / MIS Assistant / Accountant

A Personal Information		POST APPLIED	
1	Full Name of the Applicant		Recent Passport Size Photograph
2	Sex (M / F / TG)		
3	Full Name of Father		
4	Full Name of Mother		
5	Birth Date (DD/MM/YYYY)		
6	Age as on last date of application (in months and completed years)		
7	Current Address with name of Village, Block, District, State		
8	Permanent Address with name of Village / Block / District/ State		
9	Mobile Number (Mandatory)		
10	Alternate Mobile Number (Optional)		
11	Email ID		

B Educational Qualification <i>(Attach photocopies of marksheets and degree certificates with form.)</i>						
	Degree/Diploma/ Certificate Course/ Any other	Institution/ College/ School	University / Board	Year of Passing	Marks Secured/ CGPA	Total Marks/ CGPA
1	10th					
2	12th					
3	Graduation (Specify)					
4	PG (Specify)					
Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below						
1						
2						
3						
4						

C Computer/Accounting/Any Other Courses <i>(Attach photocopies of marksheets and certificates with form.)</i>						
	Name of the Course	Name of Institution	Government/ Private	Period of course	Grades/ Class/ Marks if any	
1						
2						
3						

D Professional Experience - Start with the MOST RECENT JOB <i>(Attach photocopies of experience certificate.)</i>							
	Name of the Organization	Name of the Project	Position Held			Years of Experience (write in years & months)	Main Responsibilities
			Name	From (MM/YYYY)	To (MM/YYYY)		
1							Fill in separate sheet for each organization and attach with form
2							
3							
4							

E Details of Experience						
	Type of Responsibility in Job mentioned in point E above	Yes/No	Period of Work		Years of Experience (write in years & months)	
			From (MM/YYYY)	To (MM/YYYY)		
	If APPLIED FOR POST OF PROGRAMME MANAGER					
	Working for promotion of enterprise Working for/with community level institutions					
	If APPLIED FOR POST OF ACCOUNTANT					
	Related working experience in NGOs & management of different Community Based Organizations like SHGs, CLF, GPLF, PG & PC etc					
	If APPLIED FOR POST OF MIS ASSISTANT					
	Related work experience in development projects and for/with community level institutions					

F Language Proficiency (Write the name of Language and Put Tick Mark (✓) in columns)				
	Language	Speak	Read	Write
1	Odia			
2	Hindi			
3	English			
4	Any Other			
5				

G Any other relevant information

I hereby, declare that information written by me is true to best of my knowledge. I understand that, in case of false information my candidature will be rejected at given point of time and I am also liable for appropriate action.

Note - Attach separate sheets if required for any information in form

Date
Place

Signature of Candidate