



Annexure-A

HRD CENTRE OF EXCELLENCE  
PHASE-II, NALCO NAGAR, CS PUR  
BHUBANESWAR-751023

Paste your  
recent  
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passport  
size  
photograph

1 Advertisement No.

002/ 2019

2 Position Applied for

3 Name of the Applicant  
(BLOCK LETTER)

(First Name)

(Middle Name)

(Surname)

4 Father's Name

5 Date of Birth

(First Name)

(Middle Name)

(Surname)

DD MM YYYY

(In words)

6 Nationality

7 Gender

8 Marital Status

9 Religion

10 Address for Communication

11 Permanent Address if  
other than the address of  
communication

12 Contact details

(i) Mobile No.

(ii) Email ID

(iii) Alternative email ID

13 Nearest Airport / Railway  
station form the address  
of communication

14 Educational qualification (Mention the prescribed qualification which makes you eligible)

Sl. No.	Examination Passed (HSC onwards)	Name of the School/College/Institution / University	Year of Passing	Duration of the Course	Course Recognized by	Percentage of marks obtained	Principal subject / Specialization

15 Details of Post Qualification Experience (Reverse chronological Order i.e. Most recent position listed first)

Sl. No.	Name and Address of the Employer	Period of Employment		Designation & Grade	Responsibilities	Pay Scale	Basic	DA	Other allowances	Total Emoluments	Reason of leaving
		From	To								

16 Give Name, Address, Mobile No. and Email ID of two persons (not related to you) whom we may contact for reference:

1st Person	
2nd Person	

17 Additional Information:

Training

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Extra-Curricular

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Activity Any other  
information

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18 Declaration:

I do hereby declare that all statements/information made in the application are true, complete and correct to the best of my knowledge and belief. In case it is detected at any stage of recruitment/selection/even after appointment that I do not fulfil the eligibility norms and/or that I have furnished any incorrect/false information or has suppressed any material fact(s), my candidature/appointment will automatically cancelled.

Place:

Date:

Signature