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**Application for the post of Office Manager/Program Manager in the**

**Office of Controller of Examinations (Under IoE)**

**Web Advertisement No. UoH/A&E/IOE/1**

1. Name of the Candidate :

2. Father’s Name :

3. Date of Birth :

4. Category :

(UR/SC/ST/OBC/EWS/PWD & Women)

5. Address for correspondence :

with E-mail ID and Mobile No.

6. Academic Qualifications :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Qualification** | **College/ University** | **Subjects** | **Class & Percentage** | **Year of passing** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

1. Technical Qualifications (if any) :
2. Technical Expertise including Software/Programming Languages known(if any):
3. Details of Employment (Work Experience) in the Chronological order starting from the current job (attach separate sheet if space is not sufficient):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Department/ Institute/ Office** | **Post held** | **Temporary/ Permanent/** | **Period of employment** | | **Scale of Pay (in Rs.)** |
| **From** | **To** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

1. Language Proficiency:

|  |  |  |  |
| --- | --- | --- | --- |
| **Rate yourself in a scale as below.**  0 – No **Proficiency**.  1 – Elementary **Proficiency**.  2 – Limited Working **Proficiency**.  3 – Professional Working **Proficiency**.  4 – Full Professional **Proficiency**.  5 – **Excellent** | **Language** | **Speaking** | **Writing/Drafting** |
| **English** |  |  |
| **Hindi** |  |  |
| **Other** |  |  |
| **Other** |  |  |

1. Summary of Work Experience (attach separate sheet if space is not sufficient):
2. Additional information, if any, which you would like to mention in support of your suitability to the position. (Please attach separate sheet).
3. If selected, how much time you will require to join? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. References. (Provide details of 2 referees with postal address, email ID and phone no)
5. Details of Enclosures :

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| **S.No.** | **Description** | **Page No.** |
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I hereby declare that the information furnished is correct and complete to the best of my knowledge & belief.

Place :

Date : Signature of the Applicant