

INDIAN INSTITUTE OF MANAGEMENT ROHTAK

Application Form (For Non-Faculty Positions)

Position applied for : _____

1. Name : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Male/Female : _____
5. Whether belongs to SC/ST : Yes/No If yes: SC ST
(If applicable attach documents)
6. Marital Status : _____
7. Nationality : _____
8. Educational Qualifications :

(Secondary/Matriculation onwards. Self-Attested copies of certificates and mark sheets should be attached).

Qualification	Board/University	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

9. Work Experience (Post-qualification): (Starting from the most recent)

(Attach self-attested copies of certificates)

Organization	Designation	Date of Commencement	Date of Leaving	Pay Scale	Gross Salary	Reasons for Leaving

10. Language Proficiency: (Please tick relevant cells)

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing
English			
Hindi			

11. Technical Skills : (Please tick relevant cells) (Attach copies of certificates)

A. Common for all Positions

Skill	Excellent	Good	Average	Weak	Nil
Computer Operations					
Database Applications					
10-Finger Typing					
Shorthand					
Any Other Skill:					



B. Applicable for Driver cum MTS (Strike out if not applicable)

Skill	Excellent	Good	Average	Weak	Nil
Knowledge of checking vehicle for problem					
Knowledge of keeping records of miles travelled					
Knowledge of Motor vehicle engine functionality					
Knowledge of traffic laws and regulations					
Knowledge of Photocopying					
Knowledge of operation of Fax machine					
Maintaining of records					
Receive/Despatch of dak					
Distribution of official letters					
Any Other:					

12. References:

Detail	Reference 1 (Present Employer)	Reference 2 (Previous Employer)
Name		
Designation		
Organisation		
Contact Landline		
Mobile No.		
E-mail ID		

13. Address:

Details	Permanent	Communication
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

14. Details of enclosures attached with the application:

1. 2.
3. 4.
5. 6.

15. Declaration:

It is hereby declared that all the information furnished above is true and correct to the best of my knowledge and belief.

Place : _____

Name : _____

Date : _____

Signature : _____