

Group 'A' & 'B' Posts

Application for Class-I & Class-II posts

Application No. -----



HAFFKINE INSTITUTE FOR TRAINING, RESEARCH & TESTING

(Registered under Societies Registration Act, 1860)

Acharya Donde Marg, Parel, Mumbai – 400 012.

APPLICATION FORM FOR APPOINTMENT BY SELECTION

Affix a passport size photograph taken within last six months (3.5 cm x 1.5cm)

- Note :** (1) This application must be in the candidate's own handwriting.
(2) Every answer must be stated clearly in words.

POST APPLIED FOR (In Block Capitals) -----

I. Particulars of the candidate (In Block Capitals)

1. Full Name (Surname First) : -----
2. Address : -----
: -----
: -----
3. Age on (31.12.2008) - : Years ----- Months ----- Days -----
4. Date of Birth : -----
5. Place of Birth (Town/Village/Taluka/District) : -----
6. Whether he is a citizen of India or a subject of Sikkim/Nepal/Bhutan or a displaced person from Pakistan who is not a citizen of India? : -----
7. If married : -----
- (a) Female candidates : Name of the husband : -----
Address of the husband : -----
Occupation of the husband (if dead, the last address and occupation should be stated : -----
Has she married a person who has another wife living? : -----
- (b) Male candidates :
Has he more than one wife living? : -----
8. Mother-Tongue : -----
9. Other languages known : -----
10. Does the candidate belong to : -----
1) SC, ST, VJ(A), NT(B), NT(C),
NT(D), SBC, OBC, Open : -----
- (i) If so, he should state his sub-caste/tribe community against the appropriate section : -----
(ii) If the candidate is a scheduled caste converted to Buddhism, what was his caste before conversion? : -----
(iii) Is he domiciled in the State of Maharashtra? : -----
11. Whether he belongs to an Economically Weaker Section of the Society? : -----

II. Particulars of education, employment and experience

(a) Education (Particulars to commence from the Secondary School Certificate Examination or Equivalent Exam.)

Examination or degree or diploma	Name of the School/ College/ University/ Institution	Duration of Course	Class, Division Honors or Distinction (as awarded by the Examining body or University	Year of passing	Number of attempts made to pass the examination	Subject taken Optional			Particulars of any prizes, medals or scholarships	Additional information, if any
1	2	3	4	5	6	7	8	9	10	11
						Obligatory	Principal	Subsidiary		

Note : Certified true copies duly attested of the certificates should be produced along with this application form.

: 3 :

(b) **Employment**

Name of the Employer (with designation and full address) (see also foot-note number 3 below)	Post held	Date of joining	If left, date of leaving and reasons	Number & class of staff supervised if any	Salary (the basic pay and other emoluments should be stated separately. If the post carried a graded pay, the scale should also be stated.	Additional information, if any
1	2	3	4	5	6	7

- N.B. : 1) The time since leaving school or college be fully accounted for with dates.
2) If resignation has been tendered, its acceptance or otherwise by competent authority and whether relieved should be indicated in column 7.
3) Candidates should note that applications not submitted through proper channel, are liable to be summarily rejected.

(c) Experience/Training/Research (details should be given in terms of the experience/training/research prescribed for the post as an essential or preferential qualification, separately for each item).

Note : Responsibility for giving all details, regarding length of experience etc. as prescribed for the post rests with the candidate. If full details of relevant information required in terms of the advertisement are not furnished, the candidate is liable to be disqualified.

Experiences :Research, Training etc. The candidate, should reproduce here item by item, the qualifications relating to experience etc. prescribed for the post as given in the notification of particulars supplied with the application form or advertisement.	whether the candidate possesses the qualifications stated in column 1. (Replies should be given item by item)	If the answer in column 2 is "Yes" position in which acquired	Period		Details of experience Tick Mark ()	Details of publications if any (list appended)	Additional information, if any.
			From	To			
1	2	3	4	5	6	7	8
					1. <u>Administrative</u> Yes <input type="checkbox"/> No <input type="checkbox"/> 2. <u>Production</u> Yes <input type="checkbox"/> No <input type="checkbox"/> 3. <u>Research</u> Yes <input type="checkbox"/> No <input type="checkbox"/> 4. <u>Training & Testing</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		

III. Particulars of the candidate's father :

- 1. Name : -----
- 2. Address : -----
- 3. Occupation (If dead, the last address and occupation should be stated) : -----
- 4. Is (or was) he a citizen of India? : -----

IV. Extra Curricular Activities, if any : -----

V. Miscellaneous : -----

- 1. Period of notice, if any, required for joining the appointment : -----
- 2. If the minimum pay is not acceptable lowest pay expected. : -----
- 3. Is this a condition or a request? : -----
- 4. Copies of testimonials (1) From School/College last attended. from (2) From present employer in respect of employed candidate, or from a respectable person in respect of unemployed candidates.

- 5. Reference under whom the (i) ----- candidate has directly worked or studied. (ii) -----

- 6. Fees remitted. Cash / D. D. No. -----dated -----

VI. Additional information, if any :- -----

DECLARATION

(To be signed by the Candidate)

I hereby declare that I have carefully read and understood the notification of particular post supplied to me by the Haffkine Institute for Training, Research & Testing, and that all entries made by me above are true to the best of my knowledge and belief.

Place : -----

(Signature)

Date : -----

Application Receipt

Received an application from Shri / Smt. -----

for the post -----

Mumbai.

Date : -----

Signature & Stamp of Receiver