

APPLICATION FORM FOR THE POST OF MANAGER (P&A)

- Note.** i) Please read the attached information regarding last date of submission of duly completed application form, Essential Qualification & Experience and Rules & Regulations before filling the application form.
ii) Please tick (✓) whichever is applicable in the box.

Paste passport
size photograph

1. Full Name (in block letters)
2. Date of Birth Blood Group
3. Community
(SC/ST/OBC/GEN)
(Enclose attested copy of certificate)
4. Whether Economically Weaker Section (EWSs) Yes No
(Enclose attested copy of certificate)
5. Whether Physically Challenged Yes No
If yes, state % of disability
(certificate to be enclosed)
6. Whether Ex-servicemen Yes No
7. Gender Male Female Others
8. Marital status Married Single Others
9. Nationality Religion
10. Mother tongue
11. (a) Name and Address of Parents

(b) Name of Spouse (if applicable)

(c) If spouse is employed,
Give Employer Name & Place

12. Postal address for correspondence

Tel : e-mail :
Mob :

Nearest Relative's Mobile Number:

a)

b)

13. Permanent Address

Place of Upbringing/Hometown:

14. Present Employment

Website:

15. Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt./Semi-Govt./Autonomous Body or Private Service?

If yes, give details in a separate sheet.

16. Have you ever faced any Vigilance Enquiry or enquiry by anti-corruption bureau/Central Bureau of Investigation or any other Investigative Organization

Yes

No

If Yes: Please indicate in brief, the details of the Vigilance Enquiry and outcome thereof in separate page.

17. Academic Qualifications:

(Please attach photocopies of UG/PG Certificates / marksheets)

Give particulars in a chronological order starting from SSLC (Xth Std) School Certificate)

Sl. No.	Name of Course / Degree / University / Board	Subject/ Specialization	Mode of study Full Time / Part time / Correspondence	Pass Division (I st or II nd or III rd) Class	% of Marks/ CGPS	Duration of Course (whether 1 yr. or 2 yrs. or 3 yrs. course)	Year of Passing
1							
2							
3							
4							

18. Professional Qualification (e.g. Professional Training, Courses, Workshops etc.)
(Enclose as a separate sheet)

19. Employment details: (Details in chronological order, starting with present employment upto the first employment)

Sl. No.	Name & Address of Organization / Employer	Position held / Designation	Pay Scale & Gross Salary	Period of Employment (Month/Year)		Place / state of employment	Nature of Duties
				From	To		

* Enclose separately if required

20. If you claim Experience, please furnish details on the following,
(Attach separate sheets, if required)

- a) Manpower Planning, Recruitment & Rosters.

- b) Management of Contract Labour

- c) Discipline / RTI / Legal / Vigilance Matters

- d) Performance Management

- e) Management of Statutory Welfare measures

- f) Expertise in CCS(CCA) Rules, GFR, Supplementary Rules

- g) Purchase of capital items, E-tender, Two-bid system, Purchase contract

- h) Wage & Salary Administration

- i) Maintenance of Service Records.

21. Extra - Curricular activities, if any:

- Participation in N.S.S. activities :
- Participation in University - Industry Interaction :
- Participation in Sports activities at university / State level :
- Participation in any other activities such as Rector of the Hostel , etc :
- Sports Winners at Zonal, Inter-Zonal state and :
National level Tournaments
Any other work :

22. Current Membership of Professional Bodies and Awards / Scholarships received (if any):

a) Membership of Professional Bodies (National / International Level)

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b) Other Achievements (National / International)

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23. Knowledge of foreign languages

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24. Overseas assignment / training

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25. Reference

Responsible persons not related to the applicant but closely acquainted with the applicant

Name and Designation	Address
	Phone: Email:
	Phone: Email:
	Phone: Email:

26. Notice period / No. of days likely to be availed for relieve from parent organization on selection:

27. (a).Details of relatives working at CIPET, if any :

(b). Any other information you may like to furnish to CIPET:

28. Social / Political / Religious Affiliations of the Candidate if any, Mention the name and clear details about the affiliations:

DECLARATION

I Declare that the Entries made in the Columns of this proforma are correct and true to the best of my knowledge and nothing has been either concealed or misrepresented by me. In case of any misrepresentation, I understand that employment if any gained, is liable for termination.

Place:

Signature

Date:

Forwarding of Application through proper channel: (To be filled in by the forwarding authority).

(Applicable for Candidates from Central/State Govt./PSU/Autonomous/Quazi-Govt. only)

Date: _____

Forwarded to Central Institute of Plastics Engineering & Technology (CIPET)

The applicant has been working in this Office / Organization / Institute / University as _____ since _____ and is still in service. We have No Objection to his/her candidature being considered for the post he / she is applying.

Place:

Signature
(Name & Designation with seal)