

**APPLICATION FORM****IMPORTANT INSTRUCTIONS**

- Use ONLY Blue pen for filling this FORM
- Tick (✓) in the appropriate box against columns 3, 4, 8 and 9

1. Post Applied for																			
2.Full Name (in Capital Letters)																			
3.COMMUNITY					4. GENDER		5.DATE OF BIRTH						6.AGE as on 01.01.2023 (in YYMMDD)		7.NATIONALITY				
GEN	SC	ST	OBC	EWS	M	F	D	D	M	M	Y	Y	Y	Y					
8. MARITAL STATUS				Single	Married	Separated/Divorced			Widowed		9 a. Are you working in Govt./PSU/PSB		YES	NO					
9 b. Are you Ex- servicemen				YES	NO	If YES, Date of Joining Armed Services				Date of Discharge		Total Service in YYMM							

10. Family Details	NAME	QUALIFICATION	OCCUPATION
FATHER			
MOTHER			
SPOUSE			
Others			
CHILDREN, if any			

11. EDUCATIONAL QUALIFICATION STARTING FROM 10TH STD

Examination passed	Name of Board/University	Name of Institute/College	Subject	Year of Passing	Division/ Class

**In the event of not having qualified the degree, may indicate the expected date, month and year of declaration of result. Separate sheets may be enclosed for mentioning other relevant qualifications.



12. EXPERIENCE IN CHRONOLOGICAL ORDER, STARTING WITH THE FIRST JOB

Name and Address of Employer, Place of posting	Employer Status (Govt./PSU/ Autonomous Body/Private)	Period of service [DD/MM/YYYY]		Pay Scale Type (CDA/IDA/Private*)	Positions Held	Yearly Gross Salary (Rs.)
		From	To			

*In case of employment in Private sector, please mention per annum CTC

Total Experience (as on 01.01.2023): _____Years _____Months

13. PERMANENT ADDRESS	
14. ADDRESS FOR COMMUNICATION	
15. CONTACT NUMBER LANDLINE (with STD Code) MOBILE	
16. E-MAIL ADDRESS	
17. Knowledge and Proficiency level in Computers (enclose relevant document in support of the same)	
18. Whether any criminal case pending against you in any court If Yes, give details	
19. Willingness for periodical transfers as per the transfer Policies of CPSEs.	
20. If Selected, whether ready to serve anywhere in India	
21. If Selected, how soon can you join	



22. Is related/ known to any person currently working or worked earlier in The Jute Corporation of India Ltd.

a. Yes b. No

If yes, please specify the

following details:-

Name of the Person	
Designation	
Place of Posting	

DECLARATION:

- I hereby solemnly declare that the above information and particulars are true and correct to the best of my knowledge and belief. I understand that if any of the information given above is found incorrect or false my candidature will be cancelled.
- I agree with the General Terms & Conditions as mentioned in the advertisement notification no. 01/2023 dt. 28/01/2023.

Place:

Date:

(Signature of the Candidate)



MANDATORY DOCUMENT CHECKLIST

Sl.	Particulars of Document	Whether submitted (Yes/No)
1	Filled up application form as given in Annexure I	
2	Proof of Date of Birth- Mark sheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination	
3	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Aadhaar Card/ Passport)	
4	10th Standard Mark sheet and Pass certificate	
5	12th Standard Mark sheet and Pass certificate	
6	All semesters/ year-wise Mark Sheets and Final Degree Certificate of Qualifying examination issued by the respective Board/ University (where applicable)	
7	Latest Caste/ Category Certificate (applicable for SC/OBC (NCL) candidates) issued by appropriate authority.	
8	Disability Certificate (applicable for PwBD candidates) issued by appropriate authority.	
9	Proof of requisite experience. <ul style="list-style-type: none">• Current employment proof i.e. Appointment Letter with date of joining and Latest Salary Slip. In case of non-availability of these mentioned documents, experience certificate from employer mentioning the period of service, remuneration (monthly gross), current designation, department etc., should be attached.• Past Employment proof (Experience Certificate from the employer mentioning the period of service, remuneration (monthly gross), designation, department etc., In case of non-availability of aforementioned experience certificate, appointment letter with joining date and relieving letter mentioning the date of release of previous employers should be attached)	
10	CV/Bio data mentioning details of Work Experience/Job Responsibilities handled.	
11	Present Employer's No Objection Certificate, if applicable	
12	Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in the Advertisement.	

Note: Candidates are advised to apply as per the above in chronological manner along with contact details and valid e-mail id. All documents should be self-attested. Also, two copies of coloured passport size photographs should be submitted along with the application.

(Signature of the Candidate with Date)