

**APPLICATION FORM FOR**

**THE POSITION OF..... UNDER PMAY HFA – URBAN, ASSAM (Internal Recruitment Only)**

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality :
7. Permanent Postal Address :
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Email ID :
12. Date of Birth (dd/mm/yyyy):
13. Age (As on 20<sup>th</sup> November 2021) : \_\_\_\_\_ Years \_\_\_\_\_ month(s)
14. Current Position in PMAY-HFA(Urban):
15. Current Emoluments :
16. Date of Joining in PMAY-HFA(Urban):
17. Educational Qualification (attach a copies of certificates):

Paste self-attested Recent Passport Photo
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Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Post-Graduation					
2.	Graduation					
3.	HS					
4.	HSLC					

18. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

19. Total Professional Experience: \_\_\_\_\_ Years \_\_\_\_\_ month(s)
20. Experience in PMAY-HFA(Urban): \_\_\_\_\_ Years \_\_\_\_\_ month(s)
21. Experience in Urban Local Bodies & Municipal Corporation/Board: \_\_\_\_\_ Years \_\_\_\_\_ month(s)
22. Details of Professional Experience (Starting from latest \*\*) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided
1					
2					
3					
4					
5					
6					
7					
8					

23. Write a brief note describing why would like to be associated with us: (Maximum 250 words)

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24. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak
1				
2				
3				
4				

25. Proficiency in various Management Tools :

Sl.	Name of Application /Module / Act	Years of Experience	Proficiency	Remarks
1	PFMS Module			
2	Municipal Acts			
3	Housing Finance			
4	E-Procurement & G-eM Portal			
5	Preparation of DPR			

26. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

27. Do you have any criminal or corruption charges against you? (If yes furnish details)

28. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

29. Do you have any obligation if you are posted in some places other than the proposed place of posting?

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the PMAY HFA–Urban, Assam to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by PMAY HFA – Urban, would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :

Signature of the Candidate

Place :

**IMPORTANT Notes:**

1. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.