

APPLICATION FORM FOR

THE POSITION OF UNDER PMAY HFA – URBAN, ASSAM

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. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available) (attach a copy):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 31st August '2019) : _____ Years _____ month(s)
16. Current Designation:
17. Current Emoluments :
18. Current Employer's Full Address with contact email and phone number & Notice Period:
19. Educational Qualification (attach a copies of certificates):

Paste self attested
Recent Passport
Photo

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

20. 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.			

21. Total Professional Experience : _____ Years _____ month(s)
22. Experience in Urban Housing Sector: _____ Years _____ month(s)
23. Experience in Urban Local Bodies & Municipal Corporation/Board : _____ Years _____ month(s)
24. 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					

** Attach latest salary certificate.

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

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26. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak
1				
2				
3				
4				

27. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average
1				
2				
3				
4				

28. 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			

29. 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.				

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

31. 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)

32. Preferred place of Posting (As per the vacancy list in ToR) -

33. 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:

- Candidates shall complete this application in not more than 8 pages strictly as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.
- 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.