

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

**Application Form (For Non-Faculty Position)**

**Position applied for :** \_\_\_\_\_

- 1. **Name** : \_\_\_\_\_
- 2. **Father's/Husband's Name** : \_\_\_\_\_
- 3. **Date of Birth** : \_\_\_\_\_
- 4. **Male/Female** : \_\_\_\_\_
- 5. **Marital Status** : \_\_\_\_\_
- 6. **Nationality** : \_\_\_\_\_



**7. Educational Qualifications :**

*(Secondary/Matriculation onwards. Self-attested copies of certificates and mark sheets should be attached).*

Qualification	Board/ University	Date of Commencement	Date of Passing	% Marks	Course Duration (in years)

**8. Employment/Work Experience (Post-qualification): (Starting from the most recent)**

**(Attach self-attested copies of certificates) (Please attach separate sheet if required)**

Organization	Designation	Date of Commencement	Date of Leaving	Pay Scale	Gross Salary	Reasons for Leaving

**9. Language Proficiency: (Please tick relevant cells)**

Language	Fluent in Speaking	Fluent in Reading	Fluent in Writing
English			
Hindi			

Any other language: Yes or No

If yes, please specify \_\_\_\_\_

**10. Details of assignments handled: (Please attach separate sheet if required)**

Sr. No.	Assignments

**11. Technical Skills: Applicable for Corporate Relations Officer (Strike out if not applicable)**

Skills	Excellent	Good	Average	Weak	Nil
Conducting Placement Activities					
Organizing Corporate Events					
Corporate Interactions					
Corporate Contacts					
Corporate Networking					
Negotiating Employment Opportunities					
Job Readiness Techniques					
Data Management					
Any Other:					

**12. References:**

Detail	Reference 1 (Present Employer)	Reference 1 (Previous Employer)
Name		
Designation		
Organisation		
Contact Landline		
Mobile No.		
E-mail ID		

**13. Address:**

Details	Permanent	Communication
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

**14. Emoluments drawn (per month) ..... (attach proof)****Expectation: .....**

**15. Details of enclosures attached with the application:**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....

**Declaration:**

It is hereby declared that all the information furnished above is true and correct to the best of my knowledge and belief.

**Place** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature** : \_\_\_\_\_