



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
Application Form (For Non-Faculty Position)

Position applied for : _____

Advt. No. and date : _____

Application Fee Details:

Amount : _____

Drawn on the Bank : _____

DD No. and Date : _____



1. Name : _____

2. Mother's Name : _____

3. Father's Name : _____

4. Date of Birth : _____

5. Gender : _____

6. Marital Status : _____

7. Nationality : _____

8. Category: (Gen./SC/ST/OBC/Other): _____

9. Current position/Designation : _____

10. Current Organization : _____

11. Educational Qualifications : _____

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

| Qualification | Subjects | Year of passing | Board/University | %of Marks | Course Duration |
|---------------|----------|-----------------|------------------|-----------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

12. Nature of Prior Experience (Please tick relevant box)

| | | | | |
|---------------------------------------|------------|--------------------------|-----------|--------------------------|
| Admin & Office work | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Library | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Computer & IT | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Accounts, Store & Purchase | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

13. Employment/Work Experience: (Starting from the most recent) (Attach self-attested copies of Certificates)

| Organization | Designation | Date of joining | Date of Leaving | Grade Pay/Gross Salary | Total employment in months |
|---------------------|--------------------|------------------------|------------------------|-------------------------------|-----------------------------------|
| | | | | | |
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| | | | | | |
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| | | | | | |
| | | | | | |

14. Language Proficiency: (Please tick relevant cells)

| Language | Fluent in Speaking | Fluent in Reading | Fluent in Writing |
|-----------------|---------------------------|--------------------------|--------------------------|
| English | | | |
| Hindi | | | |
| Others (if any) | | | |
| | | | |
| | | | |

15. Technical Skills : (Please tick relevant box)

Knowledge of Computers: Yes No

Knowledge of General Financial Rules: Yes No

Any Other skills: (List up to 3 skills you are proficient in)

(i) _____

(ii) _____

(iii) _____

16. References:

| | Reference 1 | Reference 2 |
|--------------|--------------------|--------------------|
| Name | | |
| Designation | | |
| Organisation | | |
| Landline | | |
| Mobile No. | | |
| E-mail ID | | |

17. Applicant Contact details:

a) Permanent Address:

House No. /Street _____
Town/City/District _____
State _____ Pincode: _____
Phone (LL) _____ Mobile: _____
E-mail ID _____

b) Address for Correspondence:

House No. /Street _____
Town/City/District _____
State _____ Pincode: _____
Phone (LL) _____ Mobile: _____
E-mail ID _____

18. Describe in 150 words the nature of tasks handled by you as per your employment /experience

19. Emoluments in Current Employment (per month)(attach proof)

20. List of self-attested copies as enclosures (tick mark the relevant):

(i) 10th class Diploma and Mark Sheet

(ii) 12th class Mark Sheet

(iii) Bachelor's Degree and Mark Sheets
(For all years/semesters)

(iv) Post-Graduation Degree and Mark Sheets

(v) Experience Certificate (s)

(a) _____

(b) _____

(c) _____

(vi) Any other document (s):

(a) _____

(b) _____

Total number of enclosures: _____

(Kindly number the attached pages)

21. Declaration:

It is to hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage, my application is liable to be rejected and if already appointed, my services are liable to be terminated without notice.

Place : _____

Signature : _____

Date : _____

Name : _____