A close up of a logo

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**Application form**

**Advertisement Ref. No. IIMV/HR/RECTT./RA-IDeAL/01/2024 dated 05-07-2024**

1. **Instructions:**
2. Please use the format given below only and provide complete data. No CV need be attached separately.
3. Please read very carefully the instructions given in the detailed advertisement (hosted on: <https://iimv.ac.in/careers>) and ensure you are eligible, before applying.
4. At this stage of application, please DO NOT attach/submit copies of any certificates. Such proof would be sought ONLY from short-listed applicants.

|  |  |  |
| --- | --- | --- |
| 1. Name (in capital letters, with surname/last name in the end)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Date of Birth (dd/mm/yyyy): | | Space for Passport size Photograph |
| **3.Address and Contact Details** | | |
| Communication Address: | Permanent Address: | |
| Pincode: | Pincode: | |
| Phone No. (Landline):  Phone No. (Mobile): | Phone No. (Landline):  Phone No. (Mobile): | |
| **E-mail:** | | |
| **Marital Status:** | | |
| **Gender:** | | |
| 1. **Category: GENERAL / SC / ST / OBC / PwD / EWS**   **[Appropriate Category MUST be ticked (√). Otherwise application is liable to be rejected]** | | |

**4. Education Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exam** | **Qualification Title** | **Subjects / Specialization (if any)** | **Institution/University** | **Mode of Study**  **[Full-time / Part time]** | **Year of Passing** | **Aggregate Marks / Percentage / CGPA** |
| X Std. |  |  |  |  |  |  |
| 10+2 / Intermediate |  |  |  |  |  |  |
| Diploma |  |  |  |  |  |  |
| Graduation |  |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |  |
| Post-Graduate Diploma |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |

***Please add additional rows if required***

**5. Work Experience Details (List in reverse chronological order)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and address of the Employer** | **Period** | | **Duration** | | **Employment Type**  **(Regular / Contractual)** | **Designation** | **Pay Level/ Monthly Salary in Rs.** | **Key Responsibiliities** |
| **From**  **mm/yy** | **To**  **mm/yy** | **Years** | **Months** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***Please describe key job responsibilities handled in detail, for every position, using additional sheets***

Experience in Officer/Executive Grade / Level and above: \_\_\_\_ Years; \_\_\_\_Months

Total Experience: \_\_\_\_ Years; \_\_\_\_Months

(Experience must be in completed months and years is reckoned as on closing date of application)

**6. Proficiency in Languages (other than English) : Please Write “YES” or “NO” as applicable**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**7. Professional References (Not relatives) of three persons:**

***(References MUST be in positions higher than the position being applied for, by the candidate)***

1. <Name, Designation, Organization, E-mail ID, Mobile No.>
2. <Name, Designation, Organization, E-mail ID, Mobile No.>

c. <Name, Designation, Organization, E-mail ID, Mobile No.>

**8. Statement of Purpose:** Please describe (on a separate sheet) in about 300 words, why you wish to join IIM Visakhapatnam and how your qualifications & experience would be useful to the Institute in the post you are applying for.

**9. Please highlight in 500 words (on a separate sheet) your notable achievements in education and employment:**

**10. Declaration about Conduct and Character:**

1. I hereby declare that as on date, I have faced / have not faced(\*) in my educational and/or work career, disciplinary or penal action by authorities (including, but not limited to detention in any class, rustication, extension of probation, postponement of increment, demotion etc.)
2. I hereby declare that as on date, I have faced / have not faced(\*) action by law-enforcement agencies in India or abroad.

(\*) strike out the option not applicable.

If the answer to either of above is “have faced”, full details must be furnished.

**11. Declaration:**

I hereby declare that all the statements and particulars furnished by me in this application are true, complete and correct to the best of my knowledge and belief. I declare that no facts/information has been hidden or suppressed. I also fully understand that in the event of any information furnished being found false, incomplete or incorrect at any stage, my application/candidature is liable to be summarily rejected forthwith and if I am already appointed, my services are liable to be terminated from the post, without any notice or compensation; and without prejudice to any other legal/penal action that the Institute may initiate against me, as deemed fit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : Signature of the applicant

Place: Name of the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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