**OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM- DIVISIONAL MANAGEMENT UNIT CHIEF, SUNDARGARH FOREST DIVISION, SUNDARGARH.**

# **(Phone & FAX Number: 06622-272243, email- *dmuchiefsundargarh@gmail.com*)**

# APPLICATION FORM

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| **Post Applied for:****(Note: Use one form for one Post, Attach Bank Draft for each post****Applied and Tick the post applied for)** |  | **Attach a Self Attested****Photograph****(3cmx4cm**) |
| **1. First Name: Last name:** |
| **2. Date of Birth:****(Certificate of proof to be attached)** | **3. Sex:** |
| **4. Present Contact Address:****6.Permanent Contact Address:** | **5. Permanent Telephone No: (STD code)**  |
| **7. Present Telephone No:****(STD code)** |
| **8. Email Address:** |  | **9. Mobile No:** |
| **10. Computer Literacy :**Mention all software(s) known /used |  |
| **11. Education: High school onwards, please list all our qualifications** |
| **Degree** | **Institute/Board** | **Year** | **Division/ Marks** | **Subjects** | **Full/ Part****Time/****Distance Learning** |
| **Matriculation** |  |  |  |  |  |
| **+2 (Arts/Sci/Comm)** |  |  |  |  |  |
| **+3 (Arts/Sci/Comm)** |  |  |  |  |  |
| **P.G. (Specialisation)** |  |  |  |  |  |
| **Professional** |  |  |  |  |  |
| **Others** |  |  |  |  |  |
| **12. Employment Record :** |
| Total years of post qualification experience |
|  Years of experience in Government |
|  |
| **13. Level of Proficiency in Computers** |
| **MS Office Program** |  | **Ability to Use** |  |
|  |  **Poor** |  | **Fair** | **Good** |
| **MS WORD** |  |  |  |  |
| **MS POWER POINT** |  |  |  |  |
| **MS EXCEL** |  |  |  |  |
| **MS ACCESS** |  |  |  |  |
| **Other (please specify** |  |  |  |  |

**14. Employment History: (Use separate sheets if required)**

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| **Starting with your present employment, list in reverse order all the employments you have in the below format** |
| **Organization and Project name** | **Designation** | **Tenure of Engagement** (from –to) | **Level of****Engagement**(State /District /Block) | **Type of Projects Associated** |
| **Government Sector or others** | **External****Aided or not.****If yes, name of****Donor****Organisation** | **Nature of works by the applicant** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| **15. Current Employment** |
| Name of the Organization |  |
| Since when working | From -------- to ------- |  |  |
| Month Emolument including all allowances |  |
| **16. Medical History:** Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, |
| **17. Joining Time**: Please confirm your ability to relocate/ be at Head Office and join within one month of selection. In case of any constraint - please elaborate in the space provided:**In case of already employed person(s), NOC from present employer is to be attached.** |
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| **18. Language Proficiency:** Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage). |
| **Language** | **Ability to Converse** | **Ability to Read** | **Ability to Write** |
|  | **Poor** | **Fair** | **Good** | **Poor** | **Fair** | **Good** | **Poor** | **Fair** | **Good** |
| **English** |  |  |  |  |  |  |  |  |  |
| **Hindi** |  |  |  |  |  |  |  |  |  |
| **Oriya** |  |  |  |  |  |  |  |  |  |
| **Other (please specify** |  |  |  |  |  |  |  |  |  |

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**19. Explain why do you consider that you are suitable for the position applied for.** (within 200 words and may use separate sheet for the same)

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| **20. Referees:** Two persons to whom you have reported professionally in the recent past whom we can immediately a roach for a reference |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Address: |  |  |
| Telephone/Cell Number: |  |  |
| Organization: |  |  |
| Designation: |  |  |
| Your Professional Relationship with the Referee: |  |  |
| Place:Date:**Signature of the Applicant** |