**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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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** |  |  |  |  |  |  |  |  |  | | | | | | | | | | |  |

**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)

|  |  |  |
| --- | --- | --- |
| **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** | | |