



EIILM UNIVERSITY

S I K K I M

POSITION APPLIED FOR		AREA/STREAM			PLEASE AFFIX RECENT PHOTOGRAPH HERE			
FULL NAME								
(SURNAME)		(MIDDLE)	(FIRST)	(MR./MS.)				
DATE OF BIRTH		AGE	NATIVE CITY	FAITH				
<input type="text"/> <input type="text"/> <input type="text"/> <small>DD MM YY</small>								
LANGUAGES KNOWN								
PRESENT ADDRESS					TEL OFF. TEL RES. MOBILE EMAIL ADDRESS			
PERMANENT ADDRESS					TEL OFF. TEL RES. MOBILE			
FAMILY PARTICULARS		RELATION	NAME	AGE	OCCUPATION	DESIGNATION / COMPANY		
	1.	SPOUSE						
	2.	CHILDREN						
	3.	PARENTS						
	4.	IN LAWS						
	5.	BROTHERS						
	6.	SISTERS						
ACADEMIC / PROFESSIONAL QUALIFICATION(S)		EXAMINATION PASSED (HIGH SCHOOL ONWARDS)		SUBJECTS/ SPECIALISATION	YEAR OF PASSING	NAME OF COLLEGE & UNIVERSITY	DIVISION	% AGE/ C.G.P.A.
	1.							
	2.							
	3.							
	4.							
	5.							
EXTRA CURRICULAR		ACTIVITY		INSTITUTION	YEAR	LEVEL (NATIONAL/STATE ETC.)	PRIZES WON	
	1.							
	2.							
	3.							
ACHIEVEMENTS								
1.								
2.								
3.								
PHYSICAL	HEIGHT	WEIGHT	POWER OF GLASSES		PHYSICAL DISABILITY, IF ANY			
DO YOU OR YOUR SPOUSE SUFFER FROM ANY CHRONIC ILLNESS? PLEASE STATE :								

WORK DATA (All periods of time to be accounted for. Please add extra sheet, if necessary)	EMPLOYMENT DETAILS	A) PRESENT	B) PREVIOUS EMPLOYER	C) PREVIOUS TO B.	D) PREVIOUS TO C.				
	COMPANY NAME								
	ADDRESS								
	NATURE OF BUSINESS								
	PERIOD OF WORK FROM --- TO								
	NO. OF YEARS								
	TOTAL YEARS OF EXPERIENCE (ALL INCLUSIVE) –								
		STARTING	LAST	STARTING	LAST	STARTING	LAST	STARTING	LAST
	POSITION HELD								
	LOCATION								
	SUPERVISOR'S NAME & DESIGNATION								
	GROSS SALARY								
	JOB DESCRIPTION								
REASON(S) FOR LEAVING (GIVE DETAILS)									
GENERAL DATA	HAVE YOU EVER BEEN INTERVIEWED FOR THIS POSITION IN EIILM UNIVERSITY?								
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	INTERVIEWER	DATE / YEAR	POSITION	COMPANY			
	IF YES, GIVE DETAILS								
	RELATIVE / KNOWN PERSONS IN EIILM UNIVERSITY								
	NAME	RELATIONSHIP	POSITION	COMPANY					
ARE YOU OPEN TO BEING PLACED IN OTHER EIILM UNIVERSITY CAMPUSES <input type="checkbox"/> YES <input type="checkbox"/> NO									
REFERENCES	REFERENCES : (FROM PERSONS OF EMINENCE) - MIN.4								
	NAME	DESIGNATION AND ORGANISATION	FULL ADDRESS WITH CONTACT DETAILS	WHEN CAN WE REFER					
				<input type="checkbox"/> BEFORE <input type="checkbox"/> AFTER					
				<input type="checkbox"/> BEFORE <input type="checkbox"/> AFTER					
				<input type="checkbox"/> BEFORE <input type="checkbox"/> AFTER					
				<input type="checkbox"/> BEFORE <input type="checkbox"/> AFTER					

DRAW THE ORGANISATION STRUCTURE INDICATING YOUR POSITION TWO LEVELS ABOVE AND ONE LEVEL BELOW YOUR DESIGNATION IN YOUR PRESENT EMPLOYMENT :

HOW DO YOU PERCEIVE YOUR PROGRESS WITHIN EIILM UNIVERSITY WITH YOUR CURRENT ACADEMIC BACKGROUND & EXPERIENCE

PLEASE MENTION YOUR MOST NOTEWORTHY RESEARCH PAPER AND/OR BOOKS PUBLISHED.
[FOR PERSONS IN INDUSTRY, ANY ARTICLES YOU MAY HAVE WRITTEN].

HOW DO YOU EVALUATE YOUR COMMUNICATION SKILLS ON A SCALE OF 1 – 4, 4 BEING THE HIGHEST?
KINDLY JUSTIFY.

1
2
3
4

WHAT ARE YOUR MOST NOTEWORTHY ACCOMPLISHMENTS (ACADEMIC / PROFESSIONAL) DURING YOUR STUDIES/EMPLOYMENT?
ALSO EXPLAIN WHY YOU FEEL THEY ARE NOTEWORTHY.?

ATTACH A WRITEUP OF ABOUT 500 WORDS ON “**MY VISION OF A WORLD CLASS UNIVERSITY**” VIS-A-VIS YOUR ROLE ALONG WITH THIS FORM

DETAILS OF PRESENT EMOLUMENTS				
	SL. NO.	PARTICULARS	MONTHLY	ANNUAL
MONTHLY BASIS	1.	BASIC PAY		
	2.	DA OR EQUIVALENT OR SPECIAL ALLOWANCE		
	3.	HRA / COMPANY HOUSE		
	4.	CONVEYANCE ALLOWANCE WHAT VEHICLE DO YOU OWN?		
	5.	OTHER ALLOWANCES		
	6.	SUB TOTAL		
ANNUAL BASIS	7.	BONUS (%) ON RS. OR EX GRATIA		
	8.	LEAVE TRAVEL ASSISTANCE		
	9.	MEDICAL ALLOWANCE		
	10.	SUB TOTAL		
RETIREMENT BENEFITS	11.	CONTRIBUTION BY EMPLOYER PROVIDENT FUND (%)		
	12.	SUPERANNUATION		
	13.	GRATUITY		
	14.	SUB TOTAL		
	15.	GRAND TOTAL (6+10+14)		

HOW BEST WOULD YOU DESCRIBE YOUR ATTRIBUTES: PLEASE CHECK THE FIVE MOST RELEVANT ADJECTIVES FROM THE LIST BELOW :

- ACTIVE
- SINCERE
- COMMITTED
- HARD WORKING
- COMMUNICATIVE
- CLEVER
- CREATIVE
- DETERMINED
- ENTHUSIASTIC
- EXCITING
- FOLLOWS THE CROWD
- GOAL SETTER
- INDEPENDENT
- SOCIAL SKILLS
- LEADER
- LIVELY
- NONCHALANT
- PERSEVERING
- PERSONABLE
- POSITIVE
- SELF-CONFIDENT
- SHOWS INITIATIVE
- SOLID
- TALKATIVE
- TEAM-PLAYER

OTHERS:

MENTION YOUR WEAK AREAS, IF ANY

- 1.
- 2.

FOR EACH OF THE ATTRIBUTES CHOSEN ABOVE, GIVE AN EXAMPLE THEREIN OF A REAL LIFE SITUATION FACED BY YOU AND THE MANNER IN WHICH YOU DEMONSTRATED THAT ATTRIBUTE.

1.

2.

3.

4.

5.

DECLARATION THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I HAVE NOT CONCEALED OR MISREPRESENTED ANY FACTS. IN CASE ANY INFORMATION GIVEN ABOVE IS FOUND TO BE INCORRECT OR ANY DATA REQUIRED TO BE FURNISHED IS FOUND TO HAVE BEEN CONCEALED, I WILL BE LIABLE FOR TERMINATION.

_____ PLACE

_____ DATE

_____ FULL SIGNATURE OF THE APPLICANT