

**INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE (IGSTC)**

Ground Floor, Block – II, Technology Bhavan

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**Application Form for Position of *“Chief Administrative Officer”***

1. **PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| Post Applied for |  |
| Name in full (in Block Letters) |  |
| Gender (Male/Female) |  |
| Marital Status |  |
| Date of Birth (dd/mm/yyyy) |  |
| Nationality |  |
| Present Address with PIN code |  |
| Permanent Address (if different from that indicated above) |  |
| Email address |  |
| Mobile Number |  |
| Telephone Number (Residence) |  |
| Computer Skills (level of proficiency in MS Office/ Excel / Power Point etc.) |  |
| Language(s) known: For each language, please indicate the following:* Level: Read/Write/Speak/Understand
* Proficiency: Limited/Working knowledge)
 |  |
| Any other additional skills |  |

1. **EDUCATION:** List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level of education to be indicated first).

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| --- | --- | --- | --- | --- | --- |
| **Degree / Certificate / Diploma**  | **Year of completion** | **School/ Institute/ University & Location** | **% Marks/ Grade** | **Main subject** | **Mode: Regular/ Distance/ Open/Online**  |
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1. **EMPLOYMENT RECORD:** Starting with your present position, list in reverse order every employment you have had in the past.

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| --- | --- | --- | --- | --- |
| **Period of Employment From – To (dd/mm/yyyy)** | **Organisation Name & Address** | **Position Held / Functional / Title** | **Salary last drawn** | **Description of your duties and related accomplishments**  |
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|  |  |  |  |  |

1. **Two References with name, title, address, email and phone number:**

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*“INSTRUCTIONS: Please answer each question clearly and completely. Read carefully and follow all directions as given in the vacancy advertisement. This application is in word format and the number of rows may be increased to accommodate additional information in the tables”.*

**Declaration and Certificate:**

I hereby certify that the information I have provided in the present document is complete and correct to the best of my knowledge. In case any of the information provided by me is found to be incorrect or suppressed, my candidature is liable to be rejected or terminated at any stage during or after the selection process.

Attach your photograph in .jpeg format within the space (not mandatory)

Date: Signature of Applicant:

Place: Name of Applicant: