

Application Form for Position of Program Associate in IGSTC

Attach your photograph
in jpeg format within
the space

INSTRUCTIONS: Please answer each question clearly and completely. Read carefully and follow all directions. This application is in Word Format and the Number of rows may be increased to accommodate additional information in the tables.

A) 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: <ul style="list-style-type: none">• Level: Read / Write / Speak / Understand• Proficiency: Limited / Working knowledge / Proficient)	
Any other additional skills	

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

Degree / Certificate / Diploma obtained	Year of completion	School / Institute / University & Location	% Marks	Main subject of study	Distance Education / In-person

C) EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had.

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 (not to exceed 100 words for each position indicated)

D) Two References with name, title, address, email and phone number:

1.	
2.	

Declaration:

I certify that the information I have provided in the present document is complete and correct to the best of my knowledge.

Date:

Place:

Signature of Applicant

Name: