



**JB GROUP OF EDUCATIONAL INSTITUTIONS**  
**APPLICATION FORM FOR HR AND ADMIN POSITIONS**

**Application for the Post of.....**



1. Name: Dr. /Mr./Ms. ----- : -----  
(As per Official Records) (Surname)
2. Father's / Spouse's Name : -----
3. Phone: ..... Mobile : .....
4. Email Id : .....
5. Present Address: .....  
..... City/Town .....
6. Permanent Address : .....  
..... City/Town.....
7. Date of Birth .../.../... Age : ..... Years Married : Yes / No No. of Children.....  
(DD/MM/YYYY)
8. Caste : (SC/ST/BC/EBC/OC) : Religion:.....
9. Specialisation : ..... Department : .....
10. Qualifications :(Starting from Highest Degree):

Qualification	Degree Awarded	Name of College / Institute /University	Constituent or Affiliated College	Studied from ...Year to .. Year	Year of Passing	Grade/ Aggregate Marks (%)	
Post-Graduation							
Graduation							
Any Other Qualification							
Any Other Qualification							

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11. Total Experience : ..../...Teaching :.../... Research : .../....Industry : ...../.....  
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12. Employment Details (Starting with the Present Employment) :

Employer's Name and Address	Period of Service (Month & Year)		Designation	Gross Salary per Month (Rs.)	Reason for Change
	From	To			

13. Notice Period with the Present Employer : Months

14. Publications (No of Papers) :

	<u>National</u>	<u>International</u>	<u>Total</u>
(a) Journals :			
(b) Conference Proceedings :			

15. Present Salary: Rs. ....p.m.(Enclose Documentary Evidence)

16. Expected Salary: Rs..... p.m

17. Please write statement of purpose or give any other additional information about your strengths or achievements :

**Date:** \_\_\_\_\_ **Signature of the Applicant** \_\_\_\_\_

**Note: Attach your latest CV with Photograph, copies of Academic Qualifications & Experience with this form**