

# HIGH COMMISSION INDIA, DHAKA

## JOB APPLICATION FORM

**Please read INSTRUCTIONS below before filling up the form:**

1. This form comprises an essential part of the selection process, based on which candidates will be short-listed for an interview and physical test.
2. You are requested to fill all required details carefully.
3. Please forward duly filled application form by email to [hcindhakajobs@gmail.com](mailto:hcindhakajobs@gmail.com) or in a sealed envelop by post to **High Commission of India Cultural Centre & Library, House No.35, Road No. 24, Gulshan-1, Dhaka, Tel: 8850141** before January 10, 2010.
4. Please enclose 2 recent passport size photographs with application form.
5. The envelope should clearly mention the post/ position applied for.
6. Any application received after due date will be summarily rejected.
7. Any false statement or omission may render you liable to action, which may include disqualification of your application. In case you are offered employment or are appointed, this may also lead to your appointment being withdrawn or to your dismissal.

**Position Applied for** \_\_\_\_\_

### PERSONAL DETAILS

<b>Full Name</b> <small>(including middle name)</small>			
Alias Name			
National ID No.			
Date of Birth <small>(dd/mm/yy)</small>		Nationality	
Place of birth		Gender	<input type="radio"/> Female <input type="radio"/> Male
Marital status	<input type="radio"/> Married <input type="radio"/> Single	<input type="radio"/> Divorced	<input type="radio"/> Widow
Spouse Name		Father's Name	
Mother's Name		Driving License Number	

### OTHER INFORMATION

**Do you have relatives/friends working for High Commission of India?**

Yes  No

If yes, please provide details \_\_\_\_\_

### ADDRESS

Current Address			
Telephone (Landline)		Mobile Number	
		Email ID	

Permanent Address	
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**EDUCATIONAL QUALIFICATIONS**

Examination/ Degree	University/ Board name	Institute/ College/ School name	Duration (from mm/yy to mm/yy)	Subjects studied/ Specialisation	Marks/ Rank

Please use additional sheets if you have insufficient space.

**VOCATIONAL QUALIFICATION AND TRAINING (including soft skills or corporate training programmes attended)**

Training courses and vocational qualification	Duration (from mm/yy to mm/yy)

**LANGUAGES KNOWN**

Language	Speak			Read			Write		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
Bangla									
English									
Hindi									
Any other (please specify)									

**EMPLOYMENT DETAILS**  
(Please provide details of your work experience starting with the current employment)

**CURRENT EMPLOYMENT**

Name and address			
Brief information about the organisation			
Designation and department		Job description (including key achievements)	
Duration (from mm/yy to mm/yy)			
Reason for leaving			
Last Salary Drawn (complete break-up)			

Reporting to (name & designation)		Email id	
Mobile No		Office No.	
<b>Previous Employment</b>			
Name- and address			
Brief information about the organisation			
Designation and Department		Job description (including key achievements)	
Duration (from mm/yy to mm/yy)			
Reporting to (name & designation)			
Reason for leaving			
Last Salary Drawn			
Please use additional sheets if you have insufficient space.			
<b>MEDICAL HISTORY</b>			
Please provide details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, or any other prolonged/contagious illness):			

I declare that the information given in this form is true and complete to the best of my knowledge and belief. I understand that any false statement or omission may render me liable to action, which may include dismissal.

I hereby authorise HIGH COMMISSION OF INDIA or it's representative to verify information provided in my resume and job application form to conduct enquires as may be necessary at its discretion. I authorise all persons who may have information relevant to this enquiry to disclose it to HIGH COMMISSION OF INDIA or its representative. I release all persons from liability on account of such disclosure.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_