



GUJARAT MARITIME CLUSTER

Gandhinagar, Gujarat, INDIA

APPLICATION FORM FOR ADMINISTRATIVE POSITION(S)

(Note: Please go through the Advertisement, Essential and Desirable Qualifications, General Conditions and Other Details given on the website carefully before filling-up the Application Form)

Post applied for (as given in advertisement):.....

SECTION – A: GENERAL

1. Full Name (In Block Letters): Dr./Mr./Mrs./Ms.

2. Date of Birth: (In words).....

3. Father's/Spouse's Name:.....

4. Mailing Address:

Affix here a
Recent Passport
size
Photograph

.....
.....

..... Pin Code

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Tel. No (with STD code): Mobile :

E-mail ID:.....

5. Permanent Address:.....

.....
.....

..... Pin Code

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6. Marital Status:.....

7. Nationality:.....

Name of the Applicant:-_____

Signature with date:-_____

SECTION B: Educational Qualifications (Use separate sheet if required):

S. No.	Examination/Degree	Name of Board/ University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing
1	SSC (10 th Standard)				
2	HSC (12 th Standard)				
3	Bachelor's Degree (.....)				
4	Master's Degree (.....)				
5					
6					
7					

(Please attach self-attested photocopies of the marksheet in support of your qualification)

SECTION C: Details of previous Employment/Experience: (In chronological order starting with the most recent):

(Attach supporting document of each entry and use separate sheet if necessary)

S. No.	Name of the Employer	Designation and Scale of Pay	Nature of Appointment (Ad hoc/Temporary/ Contract/Permanent)	Experience (In Years, Months, Days)
1				
2				
3				
4				
5				

Total Experience: Year(s).....Month(s).....Day(s).....

SECTION D:

(1) Organizing Training Course/Conference/Seminar/Workshop (If Any):

S. No.	Particular	Institution
1		

Name of the Applicant:-_____

Signature with date:-_____



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2		
3		
4		

(2) Participation in Training Course/Conference/Seminar/ Workshop (If Any) :

S. No.	Particular	Institution
1		
2		
3		
4		

SECTION E: OTHER MISCELLANEOUS INFORMATION(S)

(1) Other activities/Institutional Responsibilities including membership of institutional Committees:

(2) Any other relevant information, if not given above:

Name of the Applicant:- _____
Signature with date:- _____



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(3) Names and Addresses of Two Referees (not related to you) with phone and email ID:

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(4) Fees

Amount:..... Bank Draft No.:..... Date:.....

Drawn On:..... (Name of the Bank)

(5) List of Enclosures:

DECLARATION TO BE SIGNED BY THE CANDIDATE:

I hereby, declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejection/termination without notice or compensation.

I hereby declare that I possess the minimum qualification criteria for the post applied as per the advertisement.

Date: _____

Place: _____

(Signature of the Applicant)

Name of the Applicant:-_____

Signature with date:-_____



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For use of applicant in employment (Certificate to be given by the present employer of the applicant).

Forwarded with the remarks that Mr./Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ in pay scale _____ and grade pay _____. The institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

He/ She will be relived as per the rules, if is selected for the said post.

Place: _____
Date: _____
Fax: _____
E-mail: _____

Signature of Head of the Institution/Organization

Name: _____

Designation: _____

Address: _____

(Office Stamp)

Name of the Applicant:- _____

Signature with date:- _____