



Indian Institute of Social Welfare and Business Management

Application Form for Appointment (Application should be routed through proper channel)

Self attested recent
passport size
photograph of the
applicant

To
The Director
IISWBM
Management House
College Square (West), Kolkata – 700073.

- (a) Name of the Department _____
(b) Post applied for _____
(c) Specialization, if any _____

With reference to your Advertisement No. _____ dated _____ for the above mentioned post, for which the last date of submission of application is _____, I present myself as an applicant for the same. My bio-data and other relevant particulars are given below. My API score-sheet, duly filled, in the desired format is attached herewith.

Yours faithfully,

.....
(Signature of the Applicant)

Dated, 20.....

BIODATA

1. Name (in block letters) _____
2. (a) Present Position _____
(b) Present Employer (if any) _____
3. (a) Address for communication (in block letters) _____

(b) Permanent Address _____

(c) Phone: (Landline) _____ (Mobile) _____
(d) email Id _____

4. (a) Date of Birth (b) Age (as on the date of Advertisement) _____
5. Gender :
6. Nationality : _____
7. (a) Name of Father _____
(b) Name of Mother _____
8. Marital Status (a) Single/Married _____
(b) Name of Spouse (If Married) _____

9. Educational qualifications (chronologically starting from Secondary Examination)

Examination passed	Board/ University	Year of Passing	Class or Division	% of marks or Credits	Subject studied	Any other information

10. Whether Qualified at NET/SLET/SET _____
(mention the year in which qualified and submit documents)
11. Research Degree Awarded (Ph.D/D.Sc/D.Litt etc.) _____
(a) Name of the University _____
(b) Title of Thesis _____
(c) Date of Research Degree Awarded _____
12. (a) Post Doctoral Research Experience (if any):

Sl.no.	Category	Topic	Place	Period

(b) Project:

Sl.no.	Title	Funding Agency	Period	Amount

13. Publications: (a) Number of papers in recognised research journals _____
 (b) Number of published Books/Monograph etc. _____
 (c) Number of Conference Papers etc. _____

[(i) A list of publications with the names of all authors, ISBN/ISSN and I.F. (if any) must be attached.

(ii) Copies of not more than ten publications which are most important in your opinion must be attached.]]

14. Details of Employment in chronological order (Gaps, if any, should be explained)

Sl.no.	Employer	Post Held	From	To	Scale of Pay and pay drawn	Remarks, if any, indicating reason for leaving any post.

15. Teaching Experience

Sl.no.	Level		Degree	College/University/Institute	Duration	Total
1.	Under Graduate	Pass				
		Hons.				
		Others				
2.	Post Graduate					
3.	Any other					

16. Administrative/Professional Experience (State briefly the nature of work with No. of years)

Sl. no.	University/Institute/Organization	Post Held	Nature of Work	Duration

17. Present pay and allowances

Scale of pay	AGP/GP	Basic Pay	Allowances	Gross amount drawn

18. If selected, time required to join _____

19. Particulars of extracurricular activities, if any _____

20. Any other information that may be considered _____

21. (a) Have you ever been dismissed/removed/asked to retire from services :

Yes	No
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(b) If yes, give details _____

22. Give the names of not more than two referees (**with designation, full address, Phone No., e-mail id.**)

(a)

(b)

I certify that the above statements are true to the best of my knowledge and belief.

I accept that in case any information is found to be incorrect or in case there is any suppression of facts, this application is liable to be rejected.

Signature of the Applicant

Place:

Date :

N.B, (a) Self attested copies of all documents and testimonials are to be enclosed with the application.

(b) Attach extra sheet/sheets whenever necessary.