

**NATIONAL INSTITUTE OF CONSTRUCTION
MANAGEMENT AND RESEARCH**

NICMAR

JOB APPLICATION FORM
Post Applied for _____

1.	Name _____ Surname Given Name Middle Name	Affix Photograph
2.	Present Address _____ (Mailing purposes) _____ _____ Phone _____ Fax _____ E-mail _____	
3.	Permanent Address _____ _____ _____ Phone _____ Fax _____ E-mail _____	
4.	Age (<i>in completed years</i>) _____ Years _____ Months	
5.	Civic Status Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others <input type="checkbox"/>	
	If married, give details of spouse Occupation _____ Employment _____	
	No. of Children with age _____	

6.	ACADEMIC QUALIFICATIONS										
	Sr. No.	Examination	University/ Board	Month & Year of passing	Class/ Division	Marks obtained %	Institution	Encl. No.			
	i.	SSC/SSLC									
	ii.	HSC/ Pre-University									
	iii.	Bachelor's Degree Title _____									
	iv.	Post Graduate Degree/Diploma Title _____									
	v.	Other Professional Qualifications									
7.	Medium of instruction at School _____ College _____										
8.	Upto what level did you study Mathematics			<table border="1"> <tr> <td>HSC</td> <td>Degree</td> <td>Post-graduate</td> </tr> </table>		HSC	Degree	Post-graduate			
HSC	Degree	Post-graduate									
9.	What Languages (other than English) can you read, write and speak _____										
10.	WORK EXPERIENCE										
	Please start from the present Employer										
	Sr. No.	Name & Address	Date of		Designation	Last Gross Monthly Pay	Nature of work				
			Joining	Leaving							
	i.										
	ii.										
	iii.										
	iv.										

11. Please state the level of your proficiency in computer applications	
Statistical Packages	SPSS <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Lindo/Lingo <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Others <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil
Word Processing Data Analysis	MS Word <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Excel <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Power Point <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil
Project Management	Prima Vera <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil MS Project <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Any Other: <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil
Finance Management	EX <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Tally <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Others <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil

12. RESEARCH EXPERIENCE				
State research works you have been involved in. (<i>Attach additional sheets, if necessary</i>)				
Sr. No.	Title of Projects	Year of Completion	Your role in the Project	Published or not
i.				
ii.				
iii.				
iv.				
v.				

13. PUBLICATIONS				
List books and papers published by you. (<i>Do not list writings in newspapers and non-professional magazines/Journals.</i>)				
Sr. No.	Title	Where Published	Reference	Encl. No.
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				

14.	Name two subjects in which you are a specialist	i. _____ ii. _____
15.	Will you permit us to make reference to your present employer	Yes <input type="checkbox"/> No <input type="checkbox"/>
16.	Please give names of 3 referees (They should not be related to you)	i. _____ _____ Ph _____ Fax _____ E-mail _____ ii. _____ _____ Ph _____ Fax _____ E-mail _____ iii. _____ _____ Ph _____ Fax _____ E-mail _____
17.	How much joining time will you require ?	

I certify that the particulars given in this application form are correct to best of my knowledge

Place _____

Date _____

Signature _____

Total no. of Enclosures : _____

INSTRUCTIONS

- i. Fill this form in your own handwriting.
- ii. Affix the most recent passport size colour photograph at the space provided.
- iii. Attach Xerox copies of all degree/diploma obtained, testimonials etc. These should be numbered in the order required. They will not be returned.
- iv. Copies of the papers, books and other publications, if any, should be sent alongwith the application form. If you want these back, please say so in the application itself.
- v. All information supplied in this Form will be kept confidential and used for the purpose for which it is received.
- vi. Filling this Form and sending it to NICMAR creates no binding on either side.

Please return this Form duly filled in and alongwith all enclosures.