

**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. <b>ACADEMIC QUALIFICATIONS</b>							
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				HSC	Degree	Post-graduate	
9. What Languages (other than English) can you read, write and speak _____							
10. <b>WORK EXPERIENCE</b> 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

Operating System	Windows <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil	XP <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil	Linux <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil
Word Processing	MS Word <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil	Page Maker <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil	Graphics <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil Pl. Specify: _____
Database Management	MS Excel <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Nil	MS Access <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
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 _____

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