

ASSISTANT HIGH COMMISSION OF INDIA, CHITTAGONG

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 test/interview and physical test.

2. You are requested to fill all required details carefully.

3. Please forward duly filled application form in a sealed envelope by post to following address by **26th May, 2023.**

Head of Chancery, Assistant High Commission of India, Chittagong, Plot No 2111, Zakir Hussain Road, Khulshi, Chittagong-4225

4. Please enclose 2 passport size recent photographs with application form.

5. Please enclose copies of NID/Passport, documents for permanent and present address proof, educational certificates and DOB proof.

6. The envelope should clearly mention the post/ position applied for.

7. Any application received after due date will be summarily rejected.

8. 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 In case you are offered employment or are appointed, this may also lead to your appointment being withdrawn or to your dismissal.

9. Application may be submitted in the prescribed format only. Application in format, other than the prescribed one, will liable to be rejected.

Position Applied for

PERSONAL DETAILS

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

OTHER INFORMATION

Do you have relatives/friends working for Assistant High Commission of India, Chittagong?

☐ Yes

☐ No

If yes, please provide details _____

ADDRESS

Current Address

Telephone
(Landline)**Mobile Number**

Email ID

Permanent Address

EDUCATIONAL QUALIFICATIONS

Examination/
DegreeUniversity/
Board nameInstitute/
College/
School
name

Duration
(from
mm/yy to
mm/yy)

Subjects studied/
SpecialisationMarks/
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.						
Previous Employment								
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.

MEDICAL HISTORY

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 ASSISTANT HIGH COMMISSION OF INDIA, CHITTAGONG 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 ASSISTANT HIGH COMMISSION OF INDIA, CHITTAGONG or its representative. I release all persons from liability on account of such disclosure.

Signature: _____

Date: _____

Place: _____