HIGH COMMISSION INDIA, DHAKA 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 **30**th **August**, **2023**.

Head of Chancery, High Commission of India, Dhaka, House No. 1-3, Park Road, Baridhara, Dhaka

- 4. Please enclose 2 passport size recent photographs with application form.
- 5. Please enclose copies of address proof, NID/Passport, 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 In case you are offered employment or are appointed, this may also lead to your appointment being withdrawn or to your dismissal.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					
Place of birth			Gender	□Female □ Male				
Marital status	□Married	□ Single	□ Divorced	□ Widow				
Spouse Name			Father's Name					
Mother's Name			Driving License Number					

OTHER INFORMATION Do you have relatives/friends working for High Commission of India? Yes No If yes, please provide details												
ADDRESS												
Current Address												
Telephone (Landline)					Mobile Number							
					Email I	Email ID						
Permanent Add	dress											
EDUCATIONAL QUALIFICATIONS												
Examination/ Degree	University/ Board name		Co S	stitute/ ollege/ chool name	(from mm/yy	Duration (from mm/yy to mm/yy)		Subjects studied/ Specialisation			ı	Marks/ 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/y							mm/yy)					
LANGUAGES	KNOW	/N										
Language		Speak				Read			Write			
		Good	Fair	Poor	Good	F	air	Poor	Good	Fa	ir	Poor
Bangla												
English	_											
Hindi												

Any other (please specify)										
(Please provide details of y		EMPLOYMENT DETAILS your work experience starting with the current employment) CURRENT EMPLOYMENT								
Name and address										
Brief information about the organisation										
Designation and department				Jok	Job description (including key achievements)					
Duration (from mm/ mm/yy)	/yy to									
Reason for leaving										
Last Salary Drawn (complete break-up)										
Reporting to (name designation)	÷ &			Em	Email id					
Mobile No				Off	Office No.					
		Previous Employment								
Name- and address	s									
Brief information ab organisation	out the									
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										
				Plea	se use addit	tional she	ets if you h	ave insuffic	ient 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 HIGH COMMISSION OF INDIA DHAKA 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 HIGH COMMISSION OF INDIA DHAKA or its representative. I release all persons from liability on account of such disclosure.
Signature:
Date:
Place: