



**Maharaja Shree
UMAID MILLS LIMITED**
Pali-306401 (Rajasthan) INDIA
(e-mail : pali@msumindia.com)
Phones : (Code 02932) 220286 Fax : 221333

FORM OF PARTICULARS FOR SEEKING EMPLOYMENT

Please read every entry carefully before filling

Post applied for _____

If possible,
pl. Paste your
recent Passport
size Photograph

1. Name : _____
(In Capital Letters)
2. Date of Birth : _____ ; Age : _____ Yrs.
3. Marital Status : _____
4. Physical particulars : Height _____ ; Weight _____ ; If wearing spectacles , State Numbers : _____
State physical or health disability, if any : _____
5. Address : Present : _____ State Telephone numbers, own or
(Where where any message can be given
communication STD Tel.
sought) Code No. 's

Permanent : _____

Mobile : _____
6. Caste (State clearly) : _____
7. Father's Name : _____
8. Particulars of Qualification (*Give year-wise/semester-wise/group-wise all particulars from Secondary School onwards).* **Please write about each attempt of all Examinations (i.e. Inter/Final).**

* Examination / Degree	Board/ University / Institute	Name of the School / College & Place	Medium Hindi/ English	Year of Passing	% Marks	Total No. of attempts

* Must please indicate if pursuing any further courses. Please use **additional sheet**, if required, and mail along.

Signature of the Applicant _____

- 9. State any Distinction, ranks or scholarships awarded (any exams) : _____

- 10. State Special Skills acquired ; Training/ other courses undergone ; and achievements, if any. : _____

- 11. Interest in any co-curricular activities (mention **only** if participated in any recognised higher levels meets) : _____

- 12. Freshers to pl. give details of efforts made so far for getting any other job/s or doing own work, plans of further studied, if any. : _____

13. Previous experience, if any, (give full details from beginning to the present) :

Name of the organization served or Other Occupation	Position held	Period		Gross total emoluments (including all benefits)	Reasons why left or intent to leave
		From (give date)	To (give date)		

(Use **additional sheet** if required) **Expected Gross emoluments : Rs. _____ (monthly).**

14. What according to you, are your special abilities ; and how you consider yourself suitable for the job you are seeking in our company ?

15. Are you willing to give a Service Bond for 4 years ? : YES / NO
(Please note, our company is only interested in considering candidates prepared for a long term association)

Signature of the Applicant _____

16. Pl. state the position of following points , **in your own judgment** (These will be discussed further during interview) :
- a. Can you communicate effectively ? - - - - - : I) **Verbal** II) **in writing**
- i) in Hindi Yes/No Yes/No
- ii) in English Yes/No Yes/No
- b. Do you possess any computer literacy ?
(State the Software which you can use)

17. Particulars of Family members :

Relation	Name	Age	Dependence (State Yes/No)	Education	Occupation	Name of Orgn./ Firm/Comp./Govt
Father						
Mother						
Spouse (Wife/Hus.)						
Brothers	1. 2.					
Sisters	1. 2.					
Sons	1. 2.					
Daughters	1. 2.					

18. References : (i) _____
 (Which you think may be known to us too)
 (Please give Name, Address and Phone No. etc.) (ii) _____
19. Friends/Relatives working (i) _____
 at our company ; or
 elsewhere at Pali ; or (ii) _____
 doing business at Pali

I _____, the applicant hereby solemnly declare that all the particulars stated above are true and correct to the best of my knowledge and belief. Nothing material or relevant has remained undisclosed. I understand that any misleading information provided in the above format can lead to summary termination of my employment with the Company at any point of time.

Date : _____
 Place : _____

Signature of the applicant _____

Please note the following instructions and conditions and fillup this form very carefully :

- Marksheets in support of the qualifications stated and Certificates, Testimonials etc. need not be attached to this form. But all original documents in support of all statements and for all Examinations shall have to brought along when appearing for interview. Copies will be retained if appointed.
- Applicant if appointed, shall be liable to forthwith intimate changes, if and when there be any after appointment, in the addresses, qualification etc.