



INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

An Advanced Research Institute established by the Reserve Bank of India
(Deemed to be University)

Add: General A. K. Vaidya Marg, Film City Road, Goregaon (East),
Mumbai-400065, Maharashtra

Form No.: _____

Advt. No.:

Affix your recent
passport size
photograph

Name of the Post/ No. applied for	
<ul style="list-style-type: none">• <i>Kindly mention clearly the post applied for in the application form</i>• <i>Separate application form should be filled in for each post</i>	

1. Name in Full (in block capitals) _____
Surname Name

2. Father's name _____
Dr. /Shri /Smt. /Kum

3. (a) Have you at any stage added or dropped any part of your Name or
Surname or changed your Name. Yes No

(b) If so, give particulars / Proof as Annexure 1: _____

4. Postal address (Including the candidates name in full in block capitals) to which
communications should be sent along with E-mail Id and Telephone No.:

(Any change in address given in Col. 4 should at once communicated to the Registrar,
Indira Gandhi Institute of Development Research, General A. K. Vaidya Marg,
Film City Road, Goregaon (East), Mumbai-400065)

5. (a) Date of Birth _____
 (b) Place of Birth _____
 (c) Gender (*please tick*) Male Female
 (d) Marital Status (*please tick*) Married Unmarried

6. Nationality _____

7. Name of the state to which you belong _____

8. Father's name _____

Address _____

Occupation / Office _____

(If dead, state last address & occupation before death)

9. Nationality of (a) Father _____ (b) Mother _____

(c) Husband /Wife _____

10. State your Religion _____

11. (a) Do you belong to Scheduled Caste /Tribe? Yes No
(If "Yes", give particulars and attach a copy of the Certificate from the District Magistrate in support of your claim.)

(b) Do you belong to OBC (non-creamy layer) Yes No
(If "Yes", produce attested copy of the Certificate issued by prescribed authority.)

(c) Are you a person with disability (with % of disability and nature) Yes No
(If "Yes", produce attested copy of the Certificate issued by prescribed authority.)

12. What languages (including Indian languages) can you read, write or speak?

Read Only	Speak Only	Read & Speak	Read, write & speak

13. Give particulars of all examinations passed, the degrees and technical qualifications obtained at the University or other places of higher or technical education (commencing with S.S.C. or equivalent examination). Attested copies of all certificate/ diplomas and degrees obtained should be attached with the application and should be in addition, be authenticated by the candidate's full signature. When the certificates/degrees etc., do not indicate the divisions or class obtained, only the percentage of marks obtained should be indicated. *(Strike out which is not applicable)*

Examination of Degree	Board/University	Subjects	Duration of Degree	Year of Passing	% of Marks	Div.

(Use separate sheet if required)

14. Give in reverse chronological order details of your employment. If the space below is not sufficient and the details of employment are supplied on a separate sheet of paper, those details should be duly authenticated by the candidate's full signature.

Full Address of the office, firm or Institutions	Post held	From	To	Total Experience	Scale Of Pay	Basic Pay/ Total Emoluments	Whether held permanently/ on probation/ Temporary	Reasons for leaving the post
		Total Experience						

(Use separate sheet if required)

15. Describe below the specific experience gained during your employment which has bearing on duties of the post applied for

16. Please state clearly, if you have satisfied yourself that you possess the qualifications laid down in the advertisement. Your statement should be precise (*Use separate sheet if required*) & **kindly attach your latest CV mentioning work experience in detail**

Sr. No.	Particulars	Details	
1.	<u>Essential Qualification :</u>		Attach document as Annx - 2
	<u>Do you Possess any one of this ?</u>		
	Master's degree in HRM with first Class from a recognized university/Institute.		
	Master's degree in MBA in HR with first Class from a recognized university/Institute.		
	PGDM in HR with first Class from a recognized university/Institute.		
2.	<u>Experience :-</u> At least 5 years' experience of administrative work at supervisor level in Academic or non-academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings		Attach document as Annx - 3
3.	<u>Desirable:</u>		Attach document as Annx - 4
	a) A degree in Law		
	b) Experience in any of the premier educational / research Institutes		
	c) Strong oral and written communications in English		
	d) Computer proficiency in MS-Office, ERP solutions and other related software.		
4.	Age Limit : 40 Years Is your age below 40 years		Attach document as Annx - 5

17. If appointed, what notice period would you require before joining the post? _____

18. Have you ever been a candidate for any post advertised by the IGIDR? If “Yes” give the following particulars.

Post applied for	Date of applying	Date of Interview	IGIDR reference no (if any)	Result of application (if communicated by IGIDR)

19. Are you a Government Servant? Yes No

(If Yes, whether your appointment is temporary or permanent) _____

20. Have you ever been dismissed, removed or compulsorily retired from Government services or convicted by a Court of law? Yes No

If ‘Yes’ give details. *(This entry should be in the candidates own handwriting)*

21. Particulars of two references.

(These should be persons holding responsible position. They should be intimately acquainted with the applicant’s character and work but must not be relations. Normally referees should be such that they can critically assess the applicant’s professional competence, when the applicant has been in employment. He/She must either give his/her present or most recent employer or immediate superior as a referee or produce a testimonial from him/her in regard to his/her fitness for the post.)

Name	Occupation or Position	Full Address**	Email Id/ Contact No.

If candidate desires to name any person residing outside India as referee, they should write to that person (referee) and request him/her to send the testimonial directly to the Registrar, IGIDR Film City Road, Goregaon (East), Mumbai 400065, India a statement of his/her opinion, concerning the candidate's character and suitability for the post. The reply will be treated as confidential.

**Complete address of the referee (Street/ Town/ Pin code) should be given.

22. Details of Enclosures:

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

23. Additional Remarks: - (Applicants may mention here any special qualification or experience which has not been given under the above heads. If the space below is insufficient for the purpose, please give full particulars on the sheet of paper, duly authenticated by the candidate's full signature and attach it to this application inserting here a reference to the sheet attached.)

I hereby declare that the entries in this form and the additional particulars (if any) are true to the best of my knowledge and belief.

Date: _____ Signature: _____

FOR USE IN THE CASE OF PERSONS IN EMPLOYMENT IN INDIA

Certificate by the Head of Department or Office _____

Certified that Shri/Smt./Kumari _____ holds a post as _____ in this Department/Office/Institution/Organization.

I have no objection to his/her application being considered for the post of

(a) _____

It is also certified that, he/she has submitted his/her application to the Department/ Office/ Institution/Organization on _____ for onward transmission to the Indira Gandhi Institute of Development Research.

No:

Signature:

Date:

Designation:

Place:

Office Stamp:

SUMMARY OF APPLICATION

Post Applied for _____

Name in Full: _____

Address for Communication: _____

Mobile No. & Email ID: _____

SC/ST/OBC/Person with Disability
(with % of disability and its nature) _____

Date of Birth: _____

Educational Qualification:

Exam	Class	Percentage	Year of Passing	Subject	Board/University

Professional Experience:

Name of the Organization with Address	Designation held	Period From-to	Total Exp	Salary/Pay/Scale

Please attach your latest updated CV along with this application form.

Details of enclosures: