



INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
(An Advanced Research Institute established by Reserve Bank of India)
(Deemed University)

Gen. A.K. Vaidya Marg, Film City Rd, Santosh Nagar, Goregaon East, Mumbai-400065,
Maharashtra

Form No. _____

Affix your recent passport
size photograph

Advt. No. Name of the Post applied for	_____ _____ Separate application form should be filled in for each post
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1. Name in full (in block capitals) _____
Surname Name

2. Fathers 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

4. Postal address (including the candidate's name in full in block capitals) to which communications should be sent.
Telegraph Office / Telephone No. _____

5. (a) Date of Birth _____

(b) Place of Birth _____

(c) Gender (please tick) Male _____ Female _____ Transgender _____

(d) Marital Status (please tick) Married _____ Unmarried _____

6. Nationality _____

7. (a) Do you belong to Scheduled Caste or 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 Yes _____ / No _____
(with % of disability and nature)
(If yes produce attested copy of the certificate Issued by prescribed authority)

*Any change of address given in Col. 4 above should at once communicated to the Registrar, Indira Gandhi Institute of Development Research, Gen. A.K. Vaidya Marg, Film City Road, Goregaon (East), Mumbai - 400 065

8. 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 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.
Ph. D/ MPhil						
MLISc						
BLISc						
MSc /MCom/ MA/ MCA/ M.Tech						
BSc/B.Com /BA / B.E. / B. Tech / BCA						
HSC(12 th)						
SSC (10 th)						
Others:						

9. 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 Institution	Post held	From	To	Total Experience	Scale Pay	Basic Pay/ Total Emoluments	Whether held permanently / on probation / Temporary	Reasons for leaving the post
		Total Experience						

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

11. Please state clearly; if in the light of the entries in columns 8, 9, and 10 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)**

12. a) Are you willing to accept the minimum initial pay offered? Yes _____ / No _____
 (If 'no', state what is the lowest initial pay that you would accept in the prescribed scale?) _____

b) If appointed, what notice period would you require before joining the post? _____

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

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

14. Have you ever been dismissed, removed or compulsorily retired from Government service or convicted by a Court of Law? Yes _____ / No _____

If 'yes' give details. (This entry should be in the candidate's own handwriting)

15. 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

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.

16. Details of Enclosures:

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

17. 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 a 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), furnished in reply in questions 15, 16 and 17 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 asin 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: _____

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

Date of Birth: _____

Educational Qualifications

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

ANNEXURE – I

1.Name of the Candidate:

2.Names of Open Source Library related software worked with :

a.

b.

c.

3. Please mention name of content management systems worked with:

a.

b.

c.

4.Please mention Reference Management Tools worked with: