



## INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

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

Application for the position of \_\_\_\_\_

**Candidates are advised to satisfy themselves before applying that they possess the below mentioned criteria (i.e. minimum essential qualifications, experience laid down in the advertisement and ensure that they have requisite qualification from recognized Board/University/Institute).**

Sr. No.	Particulars	Please Tick	Enclosures
1.	<b><u>Essential Qualification :</u></b>		Attach document as Annx - 1
	a. Bachelor's degree or its equivalent with first class from a recognized university/Institute.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	b. Typing speed of 30 words per minute in English	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	c. Have good knowledge of MS Word, MS Excel, MS Power Point and other related software.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	<b><u>Experience :-</u></b>		Attach document as Annx - 2
	Two years of experience in academic or non-academic organization with knowledge of computer operation and general & estate office procedures.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	<b><u>Age :-</u></b>		Attach document as Annx - 3
	Age Limit : 30 Years Is your age below 30 years	Yes <input type="checkbox"/> No <input type="checkbox"/>	

# **Please Note:** (If there is "Yes" tick in each of the above mentioned criteria no. 1, 2 and 3 than you can proceed further with the process of filling the application.)

<b><u>Desirable:</u></b>	Please Tick
a. Good Inter personal skills	Yes <input type="checkbox"/> No <input type="checkbox"/>
b. Strong oral and written communications in English	Yes <input type="checkbox"/> No <input type="checkbox"/>



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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"><li>• <i>Kindly mention clearly the post applied for in the application form</i></li><li>• <i>Separate application form should be filled in for each post</i></li></ul>	

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 4: \_\_\_\_\_

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

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

12. 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*)



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

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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**

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17. Have you attached NOC from your present employer to apply for the current position:  
Yes  No

If No, please mention the Reason \_\_\_\_\_

18. If appointed, what notice period would you require before joining the post? \_\_\_\_\_

19. Have you applied for any other position while applying for this Job? Yes  No   
If yes, please fill the below mentioned details:

Date of Applying	Position applied for	Application Status

20. 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)

21. Are you a Government Servant?

Yes  No

If Yes, (a) whether your appointment is temporary or permanent) \_\_\_\_\_

(b) Please attach NOC from your current employer to apply for current position (as Annex. 5)

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

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

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23. 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.

24. Details of Enclosures:

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

25. 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.)

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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: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Educational Qualification:

<b>Exam</b>	<b>Class</b>	<b>Percentage</b>	<b>Year of Passing</b>	<b>Subject</b>	<b>Board/University</b>

Professional Experience:

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

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

Details of enclosures: