



# MANIPAL

ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

Jamshedpur - 831017

Telephone: 0657-2280030

E-mail: jobs@manipal.edu; hrd@manipal.edu

Please affix your recent passport size Photograph

POSITION APPLIED FOR: \_\_\_\_\_

<b>PERSONAL DETAILS</b>	NAME IN FULL (in BLOCK letters) .....					
	FIRST		MIDDLE		SURNAME	
	Permanent Address			Address For Communication		
	.....			.....		
	.....			.....		
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.....			.....			
.....			.....			
.....			.....			
Date Of Birth : (dd/mm/yyyy)		Nationality:		Sex (Male/Female/Others):		Marital Status:
.....		.....		.....		.....
Name of Parent/Spouse:		Mother Tongue:		Contact Details		
.....		.....		Mobile No : .....		
.....		.....		E-Mail : .....		
.....		.....		Tel No (Res): .....		
.....		.....		Alternative contact details: .....		
<b>EDUCATION</b>	LEVEL	X STD	XII STD/ DIP OR EQUIV	GRADUATION	POST GRADUATION	OTHERS
	Qualification					
	Board/University					
	School/College					
	Area of Specialization					
	Year & Month of passing					
	Average percentage scored for all Sem/years					
	Attempt of passing					
	Computer Skills					
	ACHIEVEMENTS (Ranks, Merit Scholarships, Prizes, etc): .....					
.....						
.....						
EXTRA CURRICULAR ACTIVITIES: .....						
.....						
.....						

WORK EXPERIENCE	<b>PLEASE WRITE 'NA' IF NOT APPLICABLE</b>																								
	Specify clearly in case of part time/contract work experience			Notice period required .....																					
	<b>Organization</b>	<b>Period (MM/YYYY)</b>			<b>Designation</b>	<b>Reason for Separation</b>																			
		<b>From</b>	<b>To</b>	<b>Duration</b>																					
<p><b>Additional Remarks:</b> Applicants may mention here any special qualifications or experience which has not given in the above heads. If the space provided is insufficient for the purpose, necessary particulars may be given on a separate sheet of paper which should be attached to this application.</p> <p>_____</p> <p>_____</p>																									
REFERENCES	<b>LIST ANY THREE PROFESSIONAL REFERENCES</b> (Other than relatives)																								
	<b>#</b>	<b>Name &amp; Address</b>	<b>Occupation</b>	<b>Email</b>	<b>Telephone no</b>																				
	01.																								
	02.																								
03.																									
MISCELLANEOUS	<p><b>HAVE YOU UNDERGONE ANY SELECTION PROCESS WITH MAHE, MANIPAL OR MANIPAL GROUP COMPANIES PREVIOUSLY?</b> _____</p> <p>IF YES, HAVE YOU</p> <table style="width:100%; border:none;"> <tr> <td></td> <td style="text-align:center;">Date (D/M/Y)</td> <td style="text-align:center;">Institution</td> <td style="text-align:center;">Position</td> <td></td> </tr> <tr> <td>A) TAKEN ANY TEST?</td> <td style="text-align:center;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="text-align:center;">.....</td> <td style="text-align:center;">.....</td> <td style="text-align:center;">.....</td> </tr> <tr> <td>B) CALLED FOR INTERVIEW?</td> <td style="text-align:center;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="text-align:center;">.....</td> <td style="text-align:center;">.....</td> <td style="text-align:center;">.....</td> </tr> <tr> <td>C) BEEN MADE AN OFFER?</td> <td style="text-align:center;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="text-align:center;">.....</td> <td style="text-align:center;">.....</td> <td style="text-align:center;">.....</td> </tr> </table>						Date (D/M/Y)	Institution	Position		A) TAKEN ANY TEST?	YES <input type="checkbox"/> NO <input type="checkbox"/>	.....	.....	.....	B) CALLED FOR INTERVIEW?	YES <input type="checkbox"/> NO <input type="checkbox"/>	.....	.....	.....	C) BEEN MADE AN OFFER?	YES <input type="checkbox"/> NO <input type="checkbox"/>	.....	.....	.....
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	C) BEEN MADE AN OFFER?	YES <input type="checkbox"/> NO <input type="checkbox"/>	.....	.....	.....																				
	<p><b>ARE YOU CURRENTLY EMPLOYED WITH ANY OF THE MANIPAL GROUP COMPANIES?</b></p> <p>Please Specify: .....</p>																								
<p><b>DECLARATION</b></p> <p>I certify that the above statements made by me are true, complete and correct. I agree that in case MAHE, Manipal finds at any time that the information given by me in this form are not correct/true/complete, MAHE, Manipal will have the right to withdraw my letter of appointment or to terminate my appointment at any time without notice or compensation.</p> <p>Place.....</p> <p>Date.....</p> <p style="text-align:right;">..... Signature of the Applicant</p>																									
<p><b>P.S.: The application must be submitted with attested copies of certificates in support of qualification and experience.</b></p>																									
<p>I have attached herewith copies of the following Mark Cards/Certificates:</p> <table style="width:100%; border:none;"> <tr> <td>1. _____</td> <td>3. _____</td> </tr> <tr> <td>2. _____</td> <td>4. _____</td> </tr> </table>					1. _____	3. _____	2. _____	4. _____																	
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<p><b>SPECIAL NOTE: MAHE, Manipal does not charge any fee for this job application.</b></p> <p><b>Secondly, we have no intermediaries/agents for recruitments.</b></p>																									