

ORIENTAL GROUP OF INSTITUTES

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APPLICATION FORM

Tick the Station where you are willing to join: Bhopal / Indore / Jabalpur

(Please fill up all the columns provided & use extra sheet where necessary)

Passport size
colour
photograph

Application for the post of :

Department / Branch

1. Surname : First name :

2. Father's / Husband's Name :

3. Date of Birth : 4. Marital Status : 5. Caste :

Category : General [] / SC [] / ST [] / OBC [] (Mark ✓ which ever applicable)

6. Present / Previous Occupation / Designation:

6.1 Present / Previous Organization's Name with address :

6.2 Present / Previous Salary:Rs Per Month (Please enclose salary proof)

7. Address for Correspondence:

..... Pincode :

Tel. : (Code): (R):..... Mob:..... E-mail ID :

8. Permanent Residential Address:

..... Pincode :

Tel. : (Code): (R):..... Mob:..... E-mail ID :

9. Family Details (Members and their profession) :

.....

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10. Work Profile (For details of Previous Organisation use separate sheet)

S.No.	Name of Organisation (Last Worked)	Post Held	Period		Job details	Salary (Per Month)	Location
			From	To			

11. Academic Profile : * Please attach photocopies of all the documents.

Examination Passed	Branch / Degree	Institution / School / College (Place)	Board/University	Year of Passing	% Marks	Major Subjects	Medium
High School							
Higher Sec.							
Grad./ Branch							
P.G.							
PhD							
Others							

12. Summary of Experience : * Attach photocopies of all the Certificates.

1	Experience in Teaching (Years)	
2	Experience in Industry / Relevant Field (Years)	
3	Experience for the post applied (Years)	
4	Total Experience (Years)	

13. Computer Proficiency / Skills :

14. Sports and Extra Curricular activities :

15. State, on what basis, you qualify for the Post applied for :

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16. Salary Expectations :

17. Time / Period required for Joining, (if selected)

18. How long do you propose to work with this Institute (if selected) :

19. Referral Source (How did you come to know about this Institute/Job?)

(i) Online / Walk in/ Newspaper ad/ through our employee (-----)

20. Do you know any one at Oriental Group of Institutes? State complete details :

.....

21. Whether applied in any other Institution

S.No	Name of the Institute	Name of the post	Date When Applied	Whether Called for Interview (Yes/No)

22. List two professional references (Persons who know you for at least one year.) :

(I) Name	:.....	(II) Name	:
Organization	:.....	Organization:
Designation	:.....	Designation:
Address	:.....	Address :
Mobile No.	:.....	Mobile No. :
E-mail ID	:.....	E-mail ID :

Note:

- 1) Add separate sheet for any other relevant information. Please state clearly the Research & Publication, Books Authored, Project Work, Consultancy, Specialized Trainings, and any Award / Recognition undertaken by you.
- 2) Application should be addressed to the Chief Administrative Officer (HR), OGI, Bhopal. For any queries, please contact office of OGI Bhopal.
- 3) Please submit atleast 100 words write up in your own handwriting and in your own words, stating the career objective that you would like to fulfil through the job which you have applied for.
- 4) Please attach self attested Photocopies of all the documents supporting the information furnished in the application. Original documents and testimonials have to be produced at the time of interview, to facilitate the process.

I hereby declare that the statements made in the application are true

Date and Place

Candidate's Signature

(For office use only)