



REF: \_\_\_\_\_

**PERSONAL DATA**  
(Confidential)

AFFIX  
PASSPORT  
SIZE  
PHOTOGRAPH

THIS FORM MUST BE COMPLETED IN ALL RESPECT.  
ENCLOSURES ARE REQUIRED TO BE MADE IN A-4 SIZE PAPER ONLY  
INCOMPLETE FORM WILL SUMMARILY BE REJECTED.

**POST APPLIED FOR** \_\_\_\_\_

1. **NAME (IN BLOCK LETTERS)** : \_\_\_\_\_

2. **DATE OF BIRTH** : \_\_\_\_\_

3. **PRESENT ADDRESS:** \_\_\_\_\_ **PERMANENT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL: \_\_\_\_\_

TEL: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. **MARITAL STATUS:**  MARRIED / UNMARRIED  **NO.OF CHILDREN:** \_\_\_\_\_

5. **FAMILY DETAILS :**

SL.NO.	NAME	RELATION	AGE	OCCUPATION

6. **ARE YOU PREPARED TO WORK ANYWHERE IN INDIA (YES/NO)** \_\_\_\_\_

7. **OUTLINE / MENTION YOUR STRENGTH (PERSONALITY TRAITS)**

\_\_\_\_\_

\_\_\_\_\_

8. **OUTLINE / MENTION YOUR WEAKNESSES (PERSONALITY TRAITS)**

\_\_\_\_\_

\_\_\_\_\_

9. **OUTLINE / MENTION YOUR PROFESSIONAL STRENGTH (SUBJECT /TOPIC/FIELD WHERE YOU ARE MORE COMFORTABLE)**

\_\_\_\_\_

\_\_\_\_\_

10. **OUTLINE / MENTION YOUR PROFESSIONAL WEAKNESSES**

\_\_\_\_\_

\_\_\_\_\_



15. **REASONS FOR SEEKING CHANGE:**

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16. **PREFERENCE FOR SIZE & TYPE OF COMPANIES ETC.**

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17. **MENTION ANY OTHER INFORMATION, WHICH YOU THINK, SHOULD BE TAKEN INTO CONSIDERATION.**

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18. **DO YOU KNOW OR RELATED TO SOMEONE IN D.P.JINDAL GROUP**  
(IF YES, GIVE PARTICULARS OF RELATED EMPLOYEE)

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19. **PRESENT REMUNERATION DETAILS (PLEASE CALCULATE PERKS ON MONTHLY BASIS)**

BASIC	H R A	CONVEYANCE	LTA	MEDICAL	BONUS	OTHERS (Specify)	TOTAL

20. **RETIREMENT BENEFITS (PLEASE CALCULATE ON MONTHLY BASIS)**

PROVIDENT FUND	GRATUITY	SUPERANNUATION	ANY OTHER PERKS (Specify)	TOTAL

21. **TOTAL SALARY (COST TO THE COMPANY)**  
(INCLUSIVE OF ALL PERQUISITES & BENEFITS PER MONTH)

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22. **EXPECTED SALARY (COST TO THE COMPANY)**

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23. **NOTICE PERIOD TO BE GIVEN TO PRESENT EMPLOYER** \_\_\_\_\_ **DAYS**

24. **REFERENCES:** Please give names, address, telephone numbers & E-mail ID of two references.

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TEL: \_\_\_\_\_  
E-mail: \_\_\_\_\_

TEL: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**DECLARATION**

The above information is true. The Company may initiate appropriate action if any information stated above is found to be incorrect.

**PLACE:**

**DATED:**

SIGNATURE

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**FOR OFFICE USE ONLY**

REMARKS:

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**HEAD OF DEPTT.**

**CHIEF-HRD**

**DIRECTOR / CMD**