APPLICATION PROFORMA

Position Applied _____

1. **Name** : _____ (First) _____ (Middle) _____ (Last)

Latest PP Photo

2. **Date of Birth** :
3. **Mobile No**. :
4. **Email ID** :
5. **Nationality** : Indian
6. **Membership of Professional Associations (if any)** :
7. **Current Address** :
8. **Permanent Address** :
9. **Native Place** :
10. **Marital Status** :
11. **EducationalQualifications** : From 10th Class onwards(inchronological Order)

Qualification	Board/University	Year of Passing	%age/ CGPA	Remarks, if any

12. **Software skills :**
13. **Publications, if any** :
14. **Languages Known** : (Yes / No)

Language	Speak	Read	Write
English			
Hindi			
Telugu			

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Any other Language (Pls Specify)			

15. **Employment Records:**(in chronological order)

Organization	Position Held	Period of Employment	Summary of Assignment handled

16. **Work undertaken that best illustrates related work (clearly showing role played, duration of input,complexity ofwork undertaken,andcorecompetencies) (Pls add on more boxes if there is more assignment/project)**

Name of assignment or project: **Year:** **Location:** **Client:** **Main Project Features:** **Positionsheld:** **Activitiesperformed:**	
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17. **Total Professional Experience : …….. Years …… Months**

18. **Notice period for Joining (If selected) :**

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Certification:
I, the undersigned, certify that to the best of my knowledge and belief that this proforma correctly describes my qualifications and my experience.

(…….……)
Date:……. **(Put Name and Full Signature)**

Place:……

Note*: 1. All the candidates must submit their proof of educational qualification, experience and other membership professional certificates along with this proforma.
2. All the candidates must submit their application to the mail id: head-humta@hmda.gov.in.