|  |  |
| --- | --- |
| Description: logo |  **Sriram Institute of Marine Studies** Approved by the **DG Shipping, Ministry of Shipping, Govt. of India.** Affiliated to **Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005** |

# (To be filled by candidate in his own handwriting)

**Application form for office/admin staff**

Advertisement No./Walk in/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Name of the post for which applied

Recent Passport Photograph

1. Name of Applicant
2. Father’s Name
3. Mother’s Name
4. Permanent /Present Address with pin code
5. Mobile no. E-mail Address

Next of Kin : Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E Mail id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational qualification (Academic & Professional)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo.** | **Exam Passed** | **Year of****Passing** | **Subjects** | **University/****Board** |  **Grade/** |
| **1.** | **Matric** |  |  |  |  |
| **2.** | **10+2/ Diploma** |  |  |  |  |
| **3.** | **B.Tech/B.E/A.M.I.E** |  |  |  |  |
|  **4.** | **MBA/Spl Qua** |  |  |  |  |

 Details on previous employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** |  **Organization** | **From (Date**  | **To (Date)** | **Designation** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

Banker’s details

|  |  |  |
| --- | --- | --- |
|  | Name of Bank |  |
|  | Account No |  |
|  | Branch: |  |
|  | Type of account |  |
|  | IFSC code: |  |

List of Enclosures :

 (i) …………………………….. (ii)…………………………… (iii)………………………………….

 (iv)…………………………… (v)………………………….. (vi)………………………………….

# Declaration:

I hereby declare that I have gone through all the Instructions available on the website for the purpose of said requirement. Further, I solemnly affirm that all the statements made by me in this application are true and correct to the best of my knowledge and belief. I further understand that in the event of any information furnished by me is found false or incorrect; my candidature as visiting faculty is liable to be terminated without any prior notice. It is a stop gap arrangement on need basis without any legal right for continuation and I shall not demand any appointment letter.

It is further certified that no criminal case is pending against me in any court of law. I shall also abide by the rules laid from time to time by the Institution/Govt.

Place: Signature of applicant

 Date: Name of applicant

|  |
| --- |
|  **Checklist-Documents Enclosed** |
| **Sr. No** |  **Document** |  Copy attached |
| **1.** |  Class 10th mark sheet |  |
| **2.** | Class 12th mark Sheet |  |
| **3.** | Degree course certificate |  |
| **4.** | Special course or Qualification, if any |  |
| **5.** | VICT certificate |  |
| **6.** | Cancelled Cheque |  |
| **7.** | Experience Certificate(s) from previous employers |  |
| **8.** | Any other |  |

# List of Documents be checked & ticked properly. Any lapse on this account is liable for rejection of your form.