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Application for the post of Librarian

Ref : Advertisement in \_\_\_\_\_ Dated : \_\_\_\_\_

Demand Draft No. \_\_\_\_\_ Issuing Bank: \_\_\_\_\_ Date: \_\_\_\_\_

- 1 Name in full (Surname last) : \_\_\_\_\_
- 2 Father's name : \_\_\_\_\_
- a) Profession and (b) Place of work : \_\_\_\_\_
- 3 Mother's name : \_\_\_\_\_
- a) Profession and (b) Place of work : \_\_\_\_\_
- 4 Spouse's name : \_\_\_\_\_
- a) Profession and (b) Place of work : \_\_\_\_\_
- 5 a) Date of birth : \_\_\_\_\_ b) Age on 31<sup>st</sup> Dec. of this year : \_\_\_\_\_
- 6 Place of birth : \_\_\_\_\_
- 7 Mother tongue : \_\_\_\_\_
- 8 Languages spoken at home : \_\_\_\_\_
- 9 a) Height (in cm.) : \_\_\_\_\_ b) Weight (in kg.): \_\_\_\_\_
- 10 Address for communication : \_\_\_\_\_

PIN: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_

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

- 11 Permanent address : \_\_\_\_\_
- PIN \_\_\_\_\_

- Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_
- 12 Marital status (✓ where applicable) :  Married  Unmarried  Divorced/Separated  Any other
  - Details of children, if applicable : a) Number : \_\_\_\_\_
  - : b) Age : \_\_\_\_\_
  - : c) Sex : \_\_\_\_\_

13 Educational Qualifications\* : \_\_\_\_\_

**a) Academic:**

Exam. Passed	Name of the School / College/Univ.	Subjects	% / Grade	Year of passing	Board / University

**b) Professional:** \_\_\_\_\_

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14 Total experience in Library: \_\_\_\_\_

15 Details of employment \* (Starting with **Current**) :

Name of the Institution	Designation	Nature of duties	Period of employment	Reason for leaving

(\* Please attach a separate sheet, if necessary)

16 Achievement in *Co-curricular* activities/**Hobbies**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17 Your (a): Strengths/Special Assets: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b): Areas you need to improve in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18 Which activities besides your area of specialization can you handle?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19 Mention an incident where your intervention helped to have the situation under control: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20 Why do you consider yourself most suitable for the post? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 21 Proficiency in languages:

Language	Speaking proficiency	Reading level	Writing quality

## 22 Salary:

Salary	Scale of Pay	Basic Pay	Grade Pay	Allowances	Total
Last/currently drawn (Rs.)					
Expected (Rs.)					

## 23 If selected how much time would you require to join: \_\_\_\_\_

## 24 References (other than relatives). Please provide full mailing address:

<u>Personal</u>	<u>Professional</u>
1.	1.
E-mail:	E-Mail:
Mobile No.:	Mobile No.
2.	2.

I hereby certify that the foregoing information is correct and complete to the best of my knowledge and belief, and nothing has been concealed. If at any time, I am found to have concealed any information or giving any false detail, I am liable for appropriate action.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_