



-: 2:-

**PROFESSIONAL QUALIFICATION** (Any Professional Degree / Diploma / Post graduation.

Year		Course Specialization	Qualification	Institute / University	Class / % of Marks & Distinction, if any
From	To				

**DETAILS OF EXPERIENCE** (Starting with your present appointment working experience)

Year / Month		Name and address of Employer and nature of business	Each designation with period & description of major responsibilities	Salary per month (Incl. All allowances)	
From	To			Starting	Leaving

**PRESENT APPOINTMENT**

Name & address of employer \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nature of employer's business \_\_\_\_\_

No. of employees \_\_\_\_\_ Annual sales turnover (Rs.) \_\_\_\_\_

Date of joining \_\_\_\_\_ Designation at joining \_\_\_\_\_

Designation at present \_\_\_\_\_ Effective from \_\_\_\_\_

-: 3 :-

Please outline your present JOB RESPONSIBILITIES

Depict your position with help of an ORGANIZATION CHART

To whom are you responsible to? \_\_\_\_\_

Who is responsible to you? \_\_\_\_\_

(If the present assignment is held for less than one year, also give similar details of your previous appointment in the similar sheet.)

Reasons for seeking change \_\_\_\_\_

**MEMBERSHIP OF PROFESSIONAL ASSOCIATION / BODIES, IF ANY**

Hobbies / Leisure activities: \_\_\_\_\_

Name, address and contact number of references preferably past superiors (Not relations, please)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of any Civil/Criminal Cases against you: \_\_\_\_\_

-: 4 :-

Are you related to any employee / whole time director of the company? If so, please give details:

---

Have you been interviewed by us or Jindal Group Company in the past? If so please give details:

---

How much notice you need to give to your present employer? \_\_\_\_\_

**REMUNERATION** (Rupees per month)

PAN No.: \_\_\_\_\_

DETAILS	On joining present employer	Present	
Designation			
Basic salary			
HRA			
DA			
LTA			
Medical			
Conveyance allowance			
Bonus / Exgratia			
Other (Specify please)			
• _____			
• _____			
• _____			
P.F.			
Gratuity			
Superannuation			
<b>TOTAL</b>			

ANY OTHER INFORMATION

---

I hereby declare that the information given hereinabove is true & correct to the best of my knowledge and belief. In case any of the information furnished by me is found to be incorrect, I will be liable for summary dismissal.

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE