



OFFICE OF THE DFO-CUM-DMU CHIEF, BOUDH FOREST DIVISION, Boudh-762014

Ph-06841222073, OFSDP, Phase-II
Email-dmuchiefboudh@gmail.com



APPLICATION FORM

Post applied for: (Note: Attach Bank Draft with Application Form and relevant documents)					Attach a self-attested photograph (3cm X4cm)
1. First Name:			Last Name:		
2. Date of Birth: (Certificate of proof to be attached)			3. Sex		
4. Present Contact Address:			5. Permanent Telephone No: (STD Code) Number		
6. Permanent Contact Address:			7. Present Telephone No: (STD Code)		
			Office Number:-		
8. Email Id:			9. Mobile No:		
10. Computer Literacy: Mention all software(s) known/used					
11. Education: High School onwards, please list all your qualifications					
Degree	Institute/ Board	Year	Division/ Marks(%)	Subjects	Full/ Part time / Distance learning
12. Employment Record:					
Total years of post-qualification experience:					
Years of experience in Government :					
13. Level of Proficiency in computers					
MS Office Program	Ability to use				
	Poor	Fair		Good	
MS WORD					
MS POWER POINT					
MS EXCEL					
MS ACCESS					
Other (Please specify)					



OFFICE OF THE DFO-CUM-DMU CHIEF, BOUDH FOREST DIVISION, Boudh-762014

Ph-06841222073, OFSDP, Phase-II
Email-dmuchiefboudh@gmail.com



14. Employment History (Use separate sheets if required)

Starting with your present employment, list in reverse order all the employments you have had in the below format

Organization and project name	Designation	Tenure of Engagement (fromto.....)	Level of engagement (State/ District/ Block)	Type of projects associated		
				Government sector or others	External Aided or not. If yes, name of Donor organisation	Nature of works by the applicant

15. Current Employment

Name of the organization

Since when working (From.....
to.....)

Monthly Emolument including all allowances

16. Medical History: Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders etc.):

17. Joining Time: Please confirm your ability to relocate/ be at OFSDS Head Office and Join with one month of selection. In case of any constraint- please elaborate in the space provided:

In case of already employed person(s), NOC from present employer is to be attached.



**OFFICE OF THE DFO-CUM-DMU CHIEF,
BOUDH FOREST DIVISION, Boudh-762014**

Ph-06841222073, OFSDP, Phase-II

Email-dmuchiefboudh@gmail.com



18. Language Proficiency: Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage:

Language	Ability to converse			Ability to read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (please specify)									

19. Explain why do you consider that you are suitable for the position applied for (Within 200 words and may use separate sheet for the same)

20. Referees: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference

	Referee-1	Referee-2
Name:		
Address:		
Telephone/ Cell No:		
Organization:		
Designation:		
Your professional Relationship with the referee:		

Place:

Date:

Signature of the Applicant