APPLICATION FORM

Affix Photo Here

3.5′′ X 4.5′′

Photo

*(To be submitted neatly typed)*

To,

Addl. Gen. Manager (P&A)

MSTC Ltd..

225C, AJC Bose Road

Kolkata – 700 020.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name \* | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 2. | Mailing Address  (Mention Pincode) | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
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|  |  | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 3. | Contact No.  (Landline and mobile no.\*) | | | : |
|  |  | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 4. | Email id\* | | | : |
|  |  | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 5. | Parent’s Name/ Spouse’s Name | | | : |
|  |  | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 6. | Date of Birth\* | | | : |
|  |  | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 7. | Sex | | | : |
|  |  | | |  |  | | |
| 8. | Stenography speed\* | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  | | |  |  | | |
| 9. | Typing Speed | | | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 11. | Educational / Professional Qualification | | | | | | |
| EXAM PASSED | | YEAR OF PASSING | INSTITUTION/  UNIVERSITY | | | SUBJECTS TAKEN | % OF MARKS |
|  | |  |  | | |  |  |
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**//2//**

**12. Experience\* *(Pls mention date of retirement & attach supporting documents)***

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| --- | --- | --- | --- | --- |
| FROM | TO | NAME OF THE COMPANY | POSITION HELD | NATURE OF ASSIGNMENT |
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| 13. | Computer Knowledge | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 14. | Any other Information | : |
|  |  |  |  |
| 15. | Reference | : |  |

\*Compulsory fields

I, hereby, declare that the above information is true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the applicant)

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

PS : Application may be sent by post or through email to: [careers@mstcindia.co.in /debangana@mstcindia.co.in](mailto:careers@mstcindia.co.in%20%20%20/debangana@mstcindia.co.in)