



TAMIL NADU FIBRENET CORPORATION LIMITED
(A Government of Tamil Nadu undertaking)
Door.No.807, 5th Floor, P.T.Lee Chengalvaraya
Naicker Building, Anna Salai, Chennai-600 002.



Employment Notification No.54/TANFINET/2022

Dated: 24.01.2024

Tamil Nadu FibreNet Corporation Limited (TANFINET), the State Implementing Agency (SIA) for BharatNet Phase-II Project in Tamil Nadu, requires qualified & experienced candidate for the post as mentioned below on Contract basis (purely temporary).

S. No	Name of Post	Remuneration per month (in Rs.)	No of Post(s)	Educational Qualification	Max Age Limit	Min Age Limit
1.	General Manager (Marketing)	Rs.1,00,000/- to Rs.2,00,000/-	1	MBA (Marketing) from recognized University and Project Management Certification like PMT or PRINCE 2. Minimum 10 years of Business development experience in Telecom / IT/ Infrastructure	60	35
2.	Deputy Manager (Marketing)	Rs.40,000/- to Rs.60,000/-	1	MBA (Marketing) from recognized University. Minimum 3 years of post-qualification experience in Telecom / IT / Infrastructure domain.	40	25
3.	Chief Operating Officer (COO)	Rs.1,00,000/- to Rs.1,50,000/-	1	<u>Educational:</u> BE/BTech/M.Sc	60	40
4.	Principal Consultant & Chief Technology Officer	Rs.1,00,000/- to Rs.2,00,000/-	1	Electronics and Communications / Computer Science / Electrical / equivalent. <u>Experience:</u> Minimum 20+ years of experience in implementation of Media Networks, Telecom	60	40

S. No	Name of Post	Remuneration per month (in Rs.)	No of Post(s)	Educational Qualification	Max Age Limit	Min Age Limit
				Networks over varied technologies (IP-MPLS, GPON, MPLS-TP, DWDM, etc.) Minimum One year of experience as Project Lead or Technical Lead for deployment of large scale Optical Fiber Network at State or National Level with a minimum of 500K subscribers in wired network.		
5.	Manager (Internet Services)	Rs.50,000/- to Rs.80,000/-	1	B.E or B.Tech minimum 5 years of experience working in networking industry and dealing with network users along with project Management experience and customer service	50	30
6.	Consultant (GPON)	Rs.75,000/- to Rs.1,50,000/-	1	Engineering Degree/ Diploma in ECE / Communication / Electrical / Computer Science / IT From recognized University and relevant experience for subject matter of 7 years or more.	60	30
7.	Consultant (Network Planning)	Rs.75,000/- to Rs.1,50,000/-	1	B.E / B.TECH / Diploma in ECE / Communication / Electrical from recognized university with minimum 7 years of post-qualification experience in managing one of the ISP network	60	30

S. No	Name of Post	Remuneration per month (in Rs.)	No of Post(s)	Educational Qualification	Max Age Limit	Min Age Limit
8.	Junior Executive	Rs.25,000/- to Rs.30,000/-	3	B.E / B.TECH / Diploma in ECE / Communication / Electrical from recognized University with minimum 2 years' experience	40	25
9.	Consultant/ Routing Manager - IP/ (MPLS)	Salary will be commensurate with the experience	1	<u>Educational:</u> Bachelor of Engineering (B.E.) or Bachelor of Technology (B.Tech) with Electronics and communication Engineering or Electrical and Electronics Engineering or Electronics and instrumentation Engineering or Computer Science Engineering or Information Technology or equivalent from any recognized university. <u>Experience:</u> Minimum 7 years of experience in the field of Telecom/OFC/Network Infrastructure Domain.	60	30
10.	Associate Consultant (BSS/ Helpdesk)	Salary will be commensurate with the experience	1	<u>Educational:</u> Bachelor of Engineering (B.E.) or Bachelor of Technology (B. Tech) with IT or Computer	60	30
11.	Associate Consultant / Operation Support System (OSS)		1	Science Engineering or Electronics and Communication Engineering or Electrical & Electronics Engineering or Electronics & Instrumentation Engineering or	60	30
12.	Associate Consultant (OFC & RoW)		1	equivalent from any recognized university. <u>Experience:</u>	60	30

S. No	Name of Post	Remuneration per month (in Rs.)	No of Post(s)	Educational Qualification	Max Age Limit	Min Age Limit
				Minimum 5 years of experience in the field of Telecom/OFC/Network Infrastructure Domain.		

Note: -

Age, qualification & experience stipulated for above post should be as on 01.01.2024.

1. General Manager (Marketing):

Duties and Responsibilities:

- Lead the marketing functions of organization.
- Monetization & Utilization of the network.
- Creation of innovative model for monetization & utilization
- Business promotion and planning
- Develop pricing policies and strategies.
- Target and performance management in marketing.
- Prepare and Monitor the marketing budget.
- Evaluate and improve operations and financial performance.
- Creating and implementing advertising strategies and building relationship with media.
- Strategizing penetration into new markets.
- Monitoring an updating marketing trends.
- Monitoring Campaign Management, Brand Management, Market Research, Content Creation, Digital Marketing, Lead Generation and Team Management.
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

2. Deputy Manager (Marketing)

Duties and Responsibilities:

- Responsible for developing B2C B2B marketing strategies and execute the same region wise.
- Connect to market and close competition tracking to ensure product tariff proposition are relevant, competitive and in line with - Mark to Market- target.
- Develop Marketing plans briefs in consultation with sales team
- Plan and execute marketing campaigns across various channels, including digital, print, events, and promotions.
- Ensure consistent brand messaging and visual identity across all marketing materials

and communications.

- Conduct market research and competitor analysis to identify market trends, customer needs, and opportunities
- Drive lead generation efforts and work closely with sales teams to convert leads into customers.
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

3. Chief Operating Officer (COO):

Duties and Responsibilities:

- Operation and Maintenance(O&M) of all installed and working Network Elements in State Network Operating Centre (SNOc) (Routers / Servers / Switches / Firewall) to ensure fault free and 100% Uptime.
- Ensure Main and DR availability at all times so as to keep the Services UP at all times (24 X 7), 365 days.
- Coordination with MSI to ensure fault free Hardware and Software in Data Centre and SNOc
- Operation and Maintenance of MPLS VPN and Internet Leased Line(ILL) Links towards ISPs and keep the links 100 % UP at all times.
- Coordination with MSI and OEMs and ensure the respective application meet the Project requirement and recommend for changes in case of any Application EMS / EPNM / BSS in accordance with Service necessity / Customer Requirement.
- Ensure Latest OS / IOS for all Network Elements and update regularly (even taking shutdown) and ensure the full utilization of the Hardware and meet industry standards.
- Ensure fault free Network once the GPs / Blocks are commissioned and GOLIVE ,in order to make the network ready for Service Roll out (both Govt Depts. connectivity and Paid Services)
- Provisioning of internet, MPLS, allied services, leasing of dark fibers and proper billing and accounting ensuring revenue realization.
- Coordination with all 4 SIs regularly and ensure the Standards are followed / Latest IOS are deployed/ Network Time Protocol(NTP) and other parameters are properly maintained and issue instructions to all 4 SIs at regular interval so as to have uniform configuration in all the Routers deployed in GP and Blocks.
- Maintaining the Services running across the Network 24X7 and attend to fault in the Network in case of unavailability.
- Ensure Billing of Service are properly accounted and also prevent revenue leakage.
- Power Plant / Videowall / HelpDesk / Earthing Maintenance and Periodical tests.

- Suggest to top management any Changes in the Network Architecture so as to ensure reachability to all required Places and also to reduce the Fault in the Network.
- Extend 24/7 support for the technical implementation for acquired business including TNSWAN migration relating to network provision ,configuration ,end to end testing and commissioning of MPLS VPN and ILL links and customized solutions including termination at SNOC to ensure timelines of business.
- The NOC of the SWAN network to be maintained along with SNOC till the planning department takes a call on the asset, the migration process is completed and shadow working proves the new network stability.
- Any other special work assigned by MD TANFINET or any officer authorized on his behalf.

4. Principal Consultant & Chief Technology Officer:

Duties and Responsibilities:

- Responsible for all technical and operational aspects required for Implementation of the BharatNet Phase II project in the State and any future Networking Project of TANFINET.
- Develop and operationalize the technology strategy. Recommend short- and long-term IT goals and objectives to leadership team.
- Provide expert and strategic advice to members of the leadership team on all IT Infrastructure matters affecting the project.
- Consciously create a workplace culture that emphasizes the mission, vision, guiding principles, and values of the organisation. Create a culture of IT professionals focused on deep business alignment, accountability for outcomes, and continuous improvement.
- Drive project implementation while balancing business, infrastructure, budget, and technology needs.
- Ensure key business strategies and processes are supported by technology systems that enable growth and flexibility.
- Effectively establish and manage the project budget. Seek and evaluate challenges, change requests, and educate stakeholders on the potential for suitable mitigation measures for timely resolution
- Manage project to ensure target dates and budget expectations are met. Ensure service-level requirements are met in-line with all regulatory and compliance standards.
- Demonstrate a management style that encourages mentorship, teamwork, participation, communication, and service orientation.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, training, assigning, and directing work; addressing complaints and resolving problems.

- Understanding of Service Delivery (Both technical and business aspects) for Triple Play Services, MPLS VPN, L2 Services and other L3 Services
- Planning and design in setting up of NOC and NOC Operations with understanding of NMS / OSS / BSS.
- Understanding on other network and telecommunication technologies e.g., VSAT, RF, Broadband Wi-Fi etc.
- Work experience in the Government, Public Services and/or Not-for-profit sector is a plus, but not mandatory
- Experience of working in project management / leading implementation for at-least 1 BharatNet Project in the Country is a strong plus, but not mandatory
- Global exposure in the Telecom Domain would be a plus
- Strong written and oral communication skills in English is a must
- Any other special work assigned by MD TANFINET or any officer authorized on his behalf.

5. Manager (Internet Services):

Duties and Responsibilities:

- Responsible for render the internet services to Government Offices at Chennai District.
- Responsible for verify and inspect the field implementation activities of TNSWAN Network and Government Offices connectivity at Chennai District.
- Responsible of the Customer Grievances resolving.
- Daily follow-up with ISPs on link commissioning & restoration.
- Responsible for Data Collection and Management.
- Responsible for Ensure fund concurrence from Department.
- Responsible for Work orders to ISP for the Department Locations.
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the Organisation.

6. Consultant (GPON):

Duties and Responsibilities:

- Responsible for Planning, Implementation and maintenance of TANFINET GPON Solution.
- Responsible for Network planning of GPON / XGPON / XGSPON Solutions.
- Configuration knowledge of GPON Products including zero touch providing.
- Coordinating with BSS, AAA and NOC team for long term planning of strategic modules and subsequent deployment strategy.

- Understanding of traffic reports, create plans to take corrective actions to avoid congestions. Equipment expansion plans and future forecasting.
- Understanding of Telecom networks and optical communications.
- Vendor communication and escalation experience.
- Experience in preparing acceptance test cases and validation of new equipment in lab.
- Analyze demand forecast and translate the projections into an optimized network roll-out plan with wireline & wireless distribution and defined timeframe
- Preliminary network design based on the chosen technology and vendors in conjunction with Product Development, as applicable
- Define Network Features / Enhancements / Special Services
- Develop Network Plans based on preliminary network design and subsequent modifications of the Plans based on detailed design for Switching, Transport & Access
In-depth knowledge of DC-DR configurations.
- Experience in project management. Efficiently prepares project plans using project management tools (including MicroSoft Project / Open Project etc.)
- Expert in understanding RFP/RFQ and prepare compliance report against tenders.
- Vendor communication and escalation experience.
- Experience in preparing acceptance test cases and validation of new equipment in lab.
- Strong Documentation skills
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

7. Consultant (Network Planning):

Duties and Responsibilities:

- Responsible for Network planning and implementation of TANFINET Network (Fiber, DWDM, IMS, IPTV, IP/MPLS, GPON, NOC).
- Coordinating with BSS and Middleware team for long term planning of strategic modules and subsequent deployment strategy.
- Configuration knowledge of IP/MPLS, IMS, GPON, IPTV, DWDM, Fiber technology.
- Timely implementation network enhancements to meet customer growth plans of TANFINET Business Operations department.
- Present appropriate Bill of Material, budgetary plans to Management.
- Preparation of HLD / LLD / Solution documents.
- Analyze demand forecast and translate the projections into an optimized network roll-out plan with wireline & wireless distribution and defined timeframe
- Preliminary network design based on the chosen technology and vendors in conjunction with Product Development, as applicable

- Define Network Features / Enhancements / Special Services
- Develop Network Plans based on preliminary network design and subsequent modifications of the Plans based on detailed design for Switching, Transport & Access
- Develop E1/STM1/SIP Trunk/IGW Interconnect forecast based on the planned traffic and interaction with Telcos / ISPs.
- Prepare Capital Expenditure forecast in line with the preliminary network design / deployment strategies
- Responsible in implementation of every enhancement of TANFINET network.
- Understanding of traffic reports, create plans to take corrective actions to avoid congestions. Equipment expansion plans and future forecasting.
- In-depth knowledge of DC-DR configurations.
- Understanding of Telecom networks and optical communications.
- Experience in project management. Efficiently prepares project plans using project management tools (including MicroSoft Project / Open Project etc.)
- Expert in understanding RFP/RFQ and prepare compliance report against tenders.
- Vendor communication and escalation experience.
- Experience in preparing acceptance test cases and validation of new equipment in lab.
- Strong Documentation skills
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

8. Junior Executive:

Duties and Responsibilities:

- Good drafting skills
- Supports TANFINET Management on the Departmental co-ordination and communication
- Should have good help desk experience (voice)
- Good to have Telecom / ISP knowledge.
- Opens, logs, prioritizes, assigns, and closes calls logged.
- Asks the End User for all relevant information concerning the call made or issue reported.
- Administer help desk software.
- Follow up with customers and users to ensure complete resolution of issues.
- Redirect problems to correct resource.
- Identify and escalate situations requiring urgent attention.
- Track and route problems and requests and document resolutions

- Attempts to resolve the defined inquiries while on the telephone, to meet the agreed upon Service Level for First Call Resolution.
- Provides status and updates on tickets to authorized users.
- Reopens Ticket / Creates new ticket to follow up if the user indicates that the inquiry was not resolved to their satisfaction.
- Should be comfortable to work in 24/7 environment
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

9. Consultant (Routing Manager) / MPLS:

Duties and Responsibilities:

- Responsible for resolving issues related to Network design, planning, implementation, testing & maintenance of datacom (IP/MPLS) and related L2/L3 technologies.
- The routing manager is responsible for critical tasks with respect to network operations such as:
 - Regulatory compliances (Cyber Security, DoT, Police, etc.)
 - Planning the public IP schema
 - Monitoring of traffic reports
 - Equipment expansion plans and demand forecast
 - Optimized network roll-out plan with wired & wireless distribution
- The Routing Manager would be responsible for the entire network active infrastructure and plan the future expansion along with the TANFINET Management.
- Configuration knowledge of IP/MPLS, IMS, GPON, IPTV, DWDM, Fiber technology.
- Understanding of traffic reports, create plans to take corrective actions to avoid congestions. Equipment expansion plans and future forecasting.
- Have hands on experience in IP-MPLS router configuration, IS-IS, BGP, MPLS-TE, BNG/BRAS, CGNAT, SDN, SDWAN, etc.
- Understanding of Telecom networks and optical communications.
- Vendor communication and escalation experience.
- Experience in preparing acceptance test cases and validation of new equipment in lab.
- Analyse demand forecast and translate the projections into an optimized network roll-out plan with wireline & wireless distribution and defined timeframe
- Preliminary network design based on the chosen technology and vendors in conjunction with Product Development, as applicable
- Define Network Features / Enhancements / Special Services
- Develop Network Plans based on preliminary network design and subsequent

modifications of the Plans based on detailed design for Switching, Transport & Access
In-depth knowledge of DC-DR configurations.

- Experience in project management. Efficiently prepares project plans using project management tools (including MicroSoft Project / Open Project etc.)
- Expertise in understanding RFP/RFQ and prepare compliance report against tenders.
- Strong Documentation skills
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

10. Associate Consultant (Business Support System/Helpdesk):

Duties and Responsibilities:

- Responsible for resolving issues related to design, planning, implementation, testing & maintenance of BSS, Helpdesk and Billing Operations for TANFINET network.
- Collaborate with IP-MPLS, NOC team and Business teams of TANFINET, understand the business plans of BSS and propose suitable solutions.
- Assess and select the right technologies required for TANFINET business operations.
- Estimate the annual budget for TANFINET Software Management
- Work with sourcing & procurement team and provide details on Software solution requirements to drive TANFINET business operations.
- Establish standards & procedures for Software Management
- Evaluate the software proposals from various suppliers & vendors and help in selecting the right supplier / vendor.
- Ensure that selected software is implemented as per the service unit requirements in a timely manner (in collaboration with outsourcing partner).
- Responsible for ensuring all required inputs are provided to TANFINET for implementation or maintenance of BSS.
- Ensure that all the service tickets (relating to software applications) raised by TANFINET internal users are responded and resolved in a timely manner.
- Work with Software Outsourcing partners and TANFINET to establish disaster recovery management system.
- Use various project management and application maintenance tools to continuously monitor software applications performance
- Establish review mechanism and measure the performance of Software applications / Outsourcing partners (Service level agreements).
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

11. Associate Consultant - Operation Support System (OSS):

Duties and Responsibilities:

- Responsible for resolving issues related to design, planning, implementation, testing & maintenance of OSS, NMS and dashboard for TANFINET network.
- Collaborate with CDOT, BBNL and the OEM for integrating TANFINET dashboard with BBNL UNMS.
- Assess and provide the right technologies/solution required for TANFINET management & business operations.
- Work with sourcing and procurement team and provide details on Software solution requirements to drive TANFINET business operations.
- Establish standards & procedures for Software Management.
- Evaluate the software proposals from various suppliers & vendors and help in selecting the right supplier / vendor.
- Ensure that selected software is implemented as per the service unit requirements in a timely manner (in collaboration with outsourcing partner).
- Closely work with TANFINET and ensure that all the required inputs are provided for implementation or maintenance of OSS/NMS.
- Ensure that all the service tickets (relating to software applications) raised by TANFINET internal users are responded and resolved in a timely manner.
- Use various project management and application maintenance tools to continuously monitor software applications performance.
- Establish review mechanism and measure the performance Software applications Outsourcing partners (Service level agreements)
- Hands on experience including FCAPS functionality, SNMP, REST API, North & South bound interfaces of equipment's, etc.
- Responsible to manage different solutions deployed at NOC for SLA management.
- Generates MIS data on utilization of each component, network and maintain the logs of latest software updates done in system.
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

12. Associate Consultant (OFC & RoW):

Duties and Responsibilities:

- Responsible for resolving issues related to resolving issues with respect to laying and maintenance of OFC.
- Hands on experience in Fibre related activities including OTDR, Splicing, Blowing, Ducting, Loss budget, etc

- Co-ordinate RoW issues in the field.
- Supervision of Railway crossing works including entering of agreements with railway officers.
- Collect and provide daily progress report with respect to implementation and maintenance of OFC at the Field level and RoW issues along with PMC.
- Responsible for ensuring the QA RFP clauses are adhered by the MSI/SI and validated by TPA/QA agency.
- Performs any other activities as entrusted by Managing Director, TANFINET Corporation in interest of the organisation.

1) Selection Process:

The applicants shortlisted based on the eligibility criteria will be called for Personal Interview. The candidates shall be judged on different facets like knowledge, skills, comprehension, attitude, aptitude, physical fitness etc. The success in the above stated selection process does not confer any right to appointment on the candidate. The decision of TANFINET Corporation is final in this regard.

2) Concessions & Relaxations:

- a. The age limit prescribed shall be relaxed by five years in respect of candidates belonging to Scheduled Castes / Scheduled Caste (Arunthathiyars) or Scheduled Tribes and two years in respect of candidates belonging to Most Backward Classes/ Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim).
- b. A Differently Abled Person shall be eligible for an age concession upto ten years over and above the age limits prescribed for the notified post provided the applicant is otherwise fully suitable and the disability is not such as would render him/her incapable of efficiently discharging the duties w.r.t post for which the candidate is selected (Disability Certificate to be attached along with prescribed application form).

3) General Conditions:

- a. Only Indian Nationals can apply.
- b. Age, Qualification & Experience stipulated above shall be as on 01.01.2024. Before applying for the post, the candidates are advised to ensure that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all aspects. In case, if it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/ or does not comply with other requirements of this advertisement and / or the candidate has furnished any incorrect or false information or has suppressed any material fact, the candidature is liable to be rejected. If any of the above shortcomings is/ are detected even after appointment, the services will be terminated without any notice.

- c. The contract period is initially for a period of 12 months and the same may be extended for further period of 36 months subject to requirement and performance of the candidates on sole discretion of TANFINET Corporation.
- d. Merely meeting the above qualifications and experience shall not entitle a candidate to be selected for interview. Only short-listed candidates will be notified for interview. TANFINET Corporation reserves the right to shortlist the candidates. Acceptance or rejection of application of the candidates will be at the sole discretion of Management.
- e. Depending on the requirements, the TANFINET Corporation reserves the right to cancel/ curtail the number of vacancies without any further notice and without assigning any reason thereof.
- f. No TA/DA will be paid by TANFINET Corporation to the candidates for attending the interview.
- g. TANFINET Corporation reserves right to withdraw the advertised post(s) at any time without assigning any reason and also reserves the right to fill either in the same position or at a lower position or not to fill the posts and TANFINET Corporation decision in this regard shall be final.
- h. Persons already working in Government/ PSU Organization(s) shall apply through proper channel and submit NOC at the time of interview.
- i. Incomplete application or without relevant supporting enclosures (self-attested copies for proof of Date of Birth/Community/Educational Qualifications/Class & Percentage of Marks/Experience/Salary drawn/ID & Address Proof etc.,) will be outrightly rejected.
- j. Candidates attempting to influence or interfere with the selection process shall be rejected summarily and be declared disqualified for future TANFINET recruitments.
- k. Application Fees - NIL.

4) How to Apply:

- a) Applications shall respond to our advertisement quoting "Notification No." and "Post applied for" in the application form.
- b) Application shall be submitted strictly as per the prescribed format of TANFINET Corporation.
- c) Name of the "Post applied for" shall be superscribed on the envelope containing the application.
- d) Prescribed application form along with the requisite documents shall be forwarded only by hard copy to TANFINET Corporation through Post/Courier addressed to:

**The Managing Director,
Tamil Nadu FibreNet Corporation Limited,
Door No.807, 5th floor, P.T.Lee Chengalvaraya Naicker Trust,
Anna Salai, Chennai- 600002**

- e) The application along with enclosures shall reach TANFINET Corporation on or before 5.45 P.M of 23.02.2024.
- f) TANFINET Corporation shall not be held responsible for any delay/loss in postal transit of any application.
- g) Candidates shall compulsorily provide a valid email ID in the Application Form. All correspondence(s) from TANFINET Corporation shall be sent only through the email ID provided by the candidate.
- h) Telephonic queries (044-28888230) will be attended on all working days between 10.00 A.M to 6.00 P.M.

For Managing Director
[General Manager (HR & Admin) i\c]

Note : This is electronically generated document in e-office and no ink signature is required.



TAMIL NADU FIBRENET CORPORATION LIMITED

(A Government of Tamil Nadu undertaking)

Door.No.807, 5th Floor, P.T.Lee Chengalvaraya Naicker Building,
Anna Salai, Chennai-600 002.

APPLICATION FORM

(Please fill in **BLOCK** Letters only)

*Affix Self-
Attested
Photograph*

Advertisement No. & Date:

Application for the Post of:

Personal Details:

Name in CAPITAL LETTERS		
Surname	First name	Middle name

Father's Name	Husband's Name

Nationality	State of Domicile	Gender			Marital Status			
		M	F	Transgender	Married	Unmarried	Widow	Divorcee

Date of Birth (DD/MM/YYYY)			Age (as on 01.01.2024) Yrs Months Days			Religion			
						Hindu	Muslim	Christian	Specify if Others

Category (Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than General).							Differently Abled Person
GEN	BC	BCM	MBC & DC	SC	SCA	ST	

Local Address / Address for communication	Permanent Address:
Pin	Pin
Tel . No / Mobile No:	
E-mail:	
Home Town	

(Signature)

Details of Educational Qualification (Self attested certificate copies to be enclosed):

Qualification	College / University / Institution	Name of the Degree	Duration of the course	Year of passing	% of Marks/ CGPA
Matriculation (10 th STD.)					
Higher Secondary (+2)					
Diploma					
UG					
PG					
Other Qualifications					

Details of Certifications: (self-attested copies)

Certification if any	Name of the Certificate	Date of issue	Duration of course

Work Experience (Self attested certificate copies to be enclosed):

Name of the organization/ Type of organization (Govt/PSU/PVT)	Post(s) held	(Mandatory to fill up all columns)						Total no. of Years & Months	Scale of pay / Gross salary	Job Responsibility
		From			To					
		DD	MM	YYYY	DD	MM	YYYY			

Note:- You may attach additional sheets for qualification / Experience if required.

Please indicate two references in senior positions in your previous workplaces:-

S.No	Name	Current Designation	Organization	Contact No / Mob.No/Tel.No	Official Email ID
1					
2					

(Signature)

If selected specify the minimum required joining time	
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Extra-Curricular activities	
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S.No	Languages known	Read	Write	Speak

List of self-attested documents to be attached along with the application form:-

- i. Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
- ii. Copy of proof of Education Qualification
- iii. Copy of Experience Certificate(s)
- iv. Copy of Community Certificate(s)
- v. Copy of Last drawn Salary Certificate(s) or Payslip(s)
- vi. Copy of ID Proof and Address Proof
- vii. Other relevant certificates (if any)

Declaration:

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio and I will not have any right to attend the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence. I am also aware that all correspondence to the candidates will be only through email ID provided by me.

Place:

Date:

(Signature)