HLL Lifecare Limited
(A Government of India Enterprise)

एचएलएल लाइफ़केयर लिमिटेड
(भारत सरकार का उद्यम)

APPLICATION FOR EMPLOYMENT

*1. PLEASE FILL UP THE FOLLOWING BLANKS IN **BLOCK LETTERS***
*2. PLEASE MARK **NA** AGAINST COLUMNS WHICH ARE NOT APPLICABLE TO YOU*

Post Applied for ——————————————————————————

Reference No.of post applied(As per Advertisement)——————————

Date of Written Exam ————————————————————

Please affix the recent passport Size photo

PERSONAL DATA

1. Name (in Block Letters)…………..…………………………….….

2. Name & Occupation of Father/Husband ...………………………….………….……..

3. Address for Communication …………………………………………………

………………………………………………

…………………….…Pin ………………………...

Mobile No: ……………………………………..……..

Alternate Number : …………………………………

4. Permanent Address …..……………………………………………

………………………………………………

……………………….Pin………………………...

5. Email ID …………………………………………………

6. Date of Birth(DD/MM/YYYY) _ _ / _ _/ _ _ _ _Mother Tongue…………………………

7. State of Domicile ……………………………..Nationality …………………………….

8. Religion.…………………………………. Aadhar Number …………………………….

9. Sex: Male/Female … ……………………. Marital Status …………………………….

8. Languages Known 1……..…………………. 2………………..…… 3…………………..……

10. Do you belong to SC/ST/OBC/Ex-Serviceman/PH(Yes/ No)

Category …………………………….…………………Whether proof attached (Y/N)…...

11. Do you have any relative working with HLL Lifecare limited? (Yes/No)

If yes, Please give details …………………………………………………………………..

12. Have you ever been arrested/convicted by any court/ any vigilance case pending (Yes/No)

13. Notice Period (in Days)………………….. Willingness to work anywhere in India (Yes/ No)

14. **Educational Qualification** (Additional sheets can be used if needed)-*Please attach copies*

	Qualification (With Specialization)	Name of university/ College/ School	Percentage	Year of Completion	Full time/ Part time/ Distance
10th					
12th					
Graduation					
PG					
Others					

15. **Previous Experience-***Please attach copies of Experience& Relieving Letter, latest Salary Slip.*

	Employer's Name & Address	Current Designation	Period(in DD/MM/YYYYform)		Total Exp.	Gross Salary with Salary Scale, if any
			Joined on	**Left on**		
Latest Exp			_ _ / _ _/ _ _ _ _	_ _ / _ _/ _ _ _ _		
Exp 2			_ _ / _ _/ _ _ _ _	_ _ / _ _/ _ _ _ _		
Exp 3			_ _ / _ _/ _ _ _ _	_ _ / _ _/ _ _ _ _		
Exp 4			_ _ / _ _/ _ _ _ _	_ _ / _ _/ _ _ _ _		
Exp 5			_ _ / _ _/ _ _ _ _	_ _ / _ _/ _ _ _ _		
Exp 6			_ _ / _ _/ _ _ _ _	_ _ / _ _/ _ _ _ _		

16. **Check List :***(Please attach the documents as per the below order)*

1. *Duly filled application form (With reference number), Updated Biodata / CV*
2. *Education certificates   : 10th Standard, 12th standard, Graduation, PG*
3. *Experience Certificates   :All Experience & Relieving Certificates, Latest Salary slip*
4. *Creamy Layer/ Community / Physical Disability Certificate (Latest within 6 Months)*
5. *Proof of Date of Birth, Copy of Aadhar Card/ Election ID*
6. *Other relevant certificates (Diploma's, Trainings, Achievements etc.)*

17. **Details of 2 References (***for Assistant Manager and Above only***)**

	Name of Person	*Employment Status & Designation*	*Relationship with the person (in Yrs)*	*Contact number*	*e-mail address*
Reference-1					
Reference-2					

I hereby declare that the information furnished above is true to the best of my knowledgeand belief and I fully understand that if any information given above is found false, myservices are liable to be terminated at any time without any notice by the Management.

Date   :
Place   :   **Name & Signature**