



FORM OF APPLICATION FOR APPOINTMENT

To
Managing Director,
Tirhut Dugdh Utpadak Sahkari Sangh Ltd.
Muzaffarpur Dairy,
Post- Kalwari
Muzaffarpur – 843 108 (Bihar)

Photograph

1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status / Sex	
4.	a. Permanent address (with phone no. and e-mail if any)	* b. Address for correspondence (with phone no. and e-mail if any)
5.	a) Post applied for	
	b) Advertisement No. and date	
	d) DD No. with date and name of drawing bank	
6.	Date of birth and Age as on 31/03/2023 (please enclose attested copy of certificate)	
7.	Citizenship	
8.	Please state your category (Gen/ST/ SC/OBC/PH/ES) (please enclose attested copy of certificate)	
9.	If you are employed, please state the name of your employer, your present basic pay & scale of pay	

29/5



तिरहुत दुग्ध उत्पादक सहकारी संघ लिमिटेड, मुजफ्फरपुर
Tirhut Dugdh Utpadak Sahkari Sangh Ltd., Muzaffarpur

10. **Details of educational qualifications:** Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. Please attach true copies of certificates and mark sheets duly attested.

Sl. No.	School / College / Institute	Course period	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinction / Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks	Year of passing
01.								
02.								
03.								
04.								
05.								
06.								

11. **Details of employments:** Please give particulars of your present and past employments in chronological order, starting with the present one :

Sl. No.	Organisation / Institute	Position held	Nature of duties / work	Date of joining	Date of leaving	Last /Present Basic Pay	Scale of pay
01.							
02.							
03.							
04.							
05.							

(Handwritten signature)



12.	Languages you can read, write and speak?					
	Name of Language	Read	Write	Speak	Examinations passed, if any	
	Hindi					
	English					
	Bengali					
13.	Computer Literacy					
		MS Word	Excel	Power Point	Tally	ERP
	Kindly tick for Yes (✓) or No (×)					
14.	Have you any near relation among the staff of this Organization or COMFED or Milk Unions? If so, state					
	Name of the person		Designation		Relationship with the candidate	
15.	Give particulars of places where you have resided for more than 1 year during the preceding 5 years.					
	From	To	Residential address in full			

The entries on this page should be in the candidate's own handwriting)



16.	Additional Remarks : (Applicants may mention here any special qualifications or experience, including that of Computer knowledge, which have not been included under the heads given above)												
17.	Reference : (These should be persons resident in India and holders of responsible positions, and they should be intimately acquainted with the applicant's character and work, but must not be relations. Where the candidate has been in employment, he should either give his present or most recent employer or immediate supervising officer as a reference). i. Name : Occupation or position : Address : ii. Name : Occupation or position : Address :												
18.	Details of enclosures sent with the application :- <table border="1"><thead><tr><th>Sl.</th><th>Particulars</th><th>No. Of sheets</th></tr></thead><tbody><tr><td>(a)</td><td>Original Demand Draft</td><td></td></tr><tr><td>(b)</td><td>Proof of Date of Birth</td><td></td></tr><tr><td>(c)</td><td>Copy of Marks Sheet & Certificate- Matriculation/ 10th</td><td></td></tr></tbody></table>	Sl.	Particulars	No. Of sheets	(a)	Original Demand Draft		(b)	Proof of Date of Birth		(c)	Copy of Marks Sheet & Certificate- Matriculation/ 10 th	
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22/5



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Tirhut Dugdh Utpadak Sahkari Sangh Ltd., Muzaffarpur

(d)	Copy of Marks Sheet & Certificate- Intermediate/ 10+2	
(e)	Copy of Marks Sheet & Certificate- Graduation	
(f)	Copy of Marks Sheet & Certificate- Post Graduation	
(g)	Copy of Caste Certificate issued competent authority.	
(h)	Copy of Computer Literacy Certificate.	
(i)	Copy of Experience Certificate	
(j)		
(k)		
(l)		

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date:-

Place:-

Signature of the Candidate

28/5/