

**PRESCRIBED PROFORMA FOR APPLICATION**  
*Engagement of Assistant Manager - Accounts (on contract)*  
under HDC, SMP, Kolkata



1. Name: .....
2. Father's / Husband's Name: .....
3. Date of birth: .....  
(Self-Certified copy of proof to be enclosed)
4. Age (As on 11/03/2024): .....
5. Gender: .....
6. Permanent Address: .....  
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7. Address for Communication: .....  
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8. Telephone: Landline: .....  
Mobile: .....
9. E-mail Address: .....
10. Nationality: .....
11. Religion: ..... Category (SC/ST/OBC/UR): .....
12. Qualification: (Self Certified copies of Mark sheets / Certificates to be enclosed)

Qualification	Name of the Degree	Name of the University / Institution or equivalent	Percentage with Division / Class
Class - X			
Class - XII			
Graduation			
Post Graduation			
Additional (if any)			

13. Experience: (Self Certified copies of Certificates to be enclosed)

Organisation	Scale of pay / Salary	Post	Period ( _____ to _____ )	Duration

Additional Information (if any)

I certify that the above information is true to the best of my knowledge and belief. The necessary documents, including the certificate from my employer, are enclosed.

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(Full Signature of Applicant with Date)