

Application should reach to this office on or before 03.10.2023 at 05:00 PM

by Registered/Speed Post/By-Hand

To

Chief Executive Officer
Haryana Kaushal Rozgar Nigam Limited
HKRNL Bhawan, Plot No. 101,
Sector-12
Panchkula (Haryana).

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**Subject:- Application for the Contractual Post of _____
under Haryana Kaushal Rozgar Nigam Limited.**

R/Sir,

With reference to the advertisement published in various Newspapers by the Nigam for recruitment on contract basis, I wish to apply on the contractual post of _____ under Haryana Kaushal Rozgar Nigam Limited. My details are as under:

Name of the applicant							
Father's Name/ Husband Name							
Gender	Male	Female		Other			
Permanent Address							
Address for correspondence							
Phone Number	Mob:		Mob:				
Email							
Date of Birth	DD	MM	YYYY	Age as on 03.10.2023	Years	Months	Days
Present post	Post:						
	Place of Posting:						
	Organization:						
Present Pay							
Name, address and Telephone number of concerned organization.							

<u>Education Qualifications:</u>						
Sr. No.	Examination	Year of Passing	Board/ University from where passed	College/	Marks%	Remarks
i)						
ii)						
iii)						
iv)						
v)						

Past Experience:

Sr. No.	Name of Organisation	Post Name	Duration of experience	Total Experience in years /months	Amount of last salary drawn per month

Note: Please attach proofs of salary e.g. salary slips/certificates for every experience mentioned above, issued by concerned organization/establishment/industry, to establish the genuineness of the experience.

Give details if having any professional achievements/appreciations:

(May attach separate sheets if required)

How do you think that you are most suitable for this post (please described in 150 words:

(May attach separate sheets if required)

Fill the following information if applicable for the post applied for:

- Please mention about your proficiency in Computer Operation:

MS Word	Yes/No
MS Excel	Yes/No
Power Point	Yes/No
- Please mention about your proficiency in documentation and report writing skills:

- Please mention about your good command in writing and spoken English:
- Please mention about your experience and expertise about conducting workshops/seminars in the Organization(s) you have worked:

(May attach separate sheets for these proficiency if required)

I am enclosing herewith the self attested copies of my educational qualifications, experience etc. with this application form.

I declare that all the information given on this application form are true and accurate to the best of my knowledge and I fulfill the qualifications for the post applied for. If any document and information filled in this form is found false/wrong at any stage, then I will be responsible for the same and consequences thereof.

Thanking you,

Dated:

Encl:

Signature of the Applicant

Name:

Address:

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Phone No.

Note:

1. Please submit separate application form for every post, if wish to apply.