

TATA INSTITUTE OF SOCIAL SCIENCES

SION-TROMBAY ROAD, DEONAR, MUMBAI 400 088

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MUMBAI 400 071

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Guidelines for filling up the form by the candidate:

1. All addresses required in the application form should be written in block letters and should give full details including the pin code. Where possible, mention telephone numbers and area code.
2. The application form should be complete in all respects. Incomplete applications will not be considered and no correspondence entertained.
3. Attested copies of mark/grade sheets, certificate from SSC onwards and testimonials should be attached to this application. Originals of such documents must be produced only at the time of interview.
4. Application should be sent through the present employers, if employed. Although, applicants may send an advance copy, if they so desire, the Selection Committee will not consider it unless it is forwarded through the employer, or accompanied by a no objection certificate.
5. If the space against any item is inadequate, applicants are free to furnish the relevant particulars on separate sheets, indicating therein, the item number to which the information relates.

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APPLICATION FORM FOR CANDIDATES FOR NON-ACADEMIC POSITIONS

(To be returned to the Assistant Registrar [Personnel], Tata Institute of Social Sciences,
P.B. No. 8313, Deonar, Mumbai 400 088.)

1. Post applied for _____

Attach recent
passport size
photograph

2. Name in full (in block letters) Mr./Mrs./Miss/Dr.

(first name)

(name of father/spouse)

(last name/family name)

2.1 Short name for communication

3. Address to which communications should be sent. (Any change of address should be communicated to the Assistant Registrar [Personnel])

Pin code: _____

Phone: (R) _____

E-mail address: _____

(O) _____

3.1 Permanent address, if different from 3.1

Pin code : _____

Phone: (R) _____

4. Date of birth _____

4.1 Age (In completed years) _____

5. Sex: Male/Female

6. Place of birth

(village/town)

(state)

(country)

7. Nationality _____
8. Mother tongue _____
9. Marital status: Unmarried/Married/Widowed/Separated/Divorced
10. Religion _____
11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC? Yes/No
 If yes, specify _____ and attach a copy of caste/tribe certificate
 (name of caste/tribe)
12. Name of father/mother/guardian/spouse: _____
13. Occupation of father/guardian/spouse: _____
14. Address of father/mother/guardian/spouse: _____

15. Salary last drawn: (a) Basic Rs. _____ (b) Total Rs. _____
- 15.1 Minimum salary acceptable: (a) Basic Rs. _____ (b) Total Rs. _____
16. Have you previously applied for any post at this Institute?
 If so, please mention the position applied for and approximate date of application

17. Have you any relative among the staff of this Institute? Yes/No
 If yes, please give the following particulars.
- | | | |
|--------------------|-------------------------------|-----------------------|
| _____ | _____ | _____ |
| (name of relative) | (relationship with candidate) | (his/her designation) |

18. Particulars of all examinations passed from S.S.C./Matriculation upwards (including in-service training leading to a diploma). Attach copies of mark/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division/Grade	Special subjects or field of specialisation	School/College University

19. Relevant practice/field experience during the post-graduate programme of training.

No.	Name of organisation	Duration		Nature of work
		From	To	

20. Employment record

20.1 Present position: _____

20.2 Name and address of employer _____

20.3 Duration of employment : From _____ to _____

20.4 Pay scale : Rs. _____

20.5 Present basic pay : Rs. _____

20.6 Monthly allowances (gross) : Rs. _____

Total : Rs. _____

20.7 Next increment due on : Rs. _____

20.8 Your current duties.

20.9 Name and designation of your immediate supervisor.

20.10 Reasons for wishing to leave the present job.

20.11 Previous employment (please list all jobs held by you).

No.	Name and address of employer	Designation and Nature of duties	Name and design-nation of your supervisor	Period of employment		Total Salary		Reason for leaving
				From	To	Beginning	Final	

21. List the professional societies to which you belong (Add extra sheets, if required).

No.	Name and address of organisation	Category of membership	Positions held	Period	
				From	To

22. Mention your activities in public affairs at the city, state, national or international level, and contribution to organisations, social policy, social action, project planning and development.

23. Languages known.

No.	Read	Write	Speak

24. Explain your reasons for suitability for this post.

25. Referees: List three persons (not related to you), resident in India and holding responsible positions, and intimately acquainted with your character and work. Where the candidate has been in employment, he/she should give either his/her present employer or immediate supervisor as one of the referee.

No.	Name	Full address with telephone nos.	Profession	In what capacity he/she is known to the applicant
1.				
2.				
3.				

26. Have you any objection to our making enquiries with your present employer? Yes/No

If yes, why? _____

27. Have you any disabilities which might limit your performance in your prospective field of work?

28. If selected, what notice would you require for joining the post?

29. Any other information you would like to share:

DECLARATION

I declare that all the statements made in this application and its annexure are true to the best of my knowledge and belief and I understand that willful misrepresentation renders me liable to dismissal if employed.

(place)

(date)

(signature of applicant)

Enclosures (Total no _____)

1. Proof regarding date of birth from matriculation or other recognised certificate.
2. Scheduled Caste/Tribe/OBC Certificate (only for SC/ST/OBC candidates)
3. Copies of mark/grade sheets and certificates from SSC onwards.
4. Work experience certificate should be attached supporting the experience stated in the application.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.