



# MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Headquarter, Nongrim Hills, Shillong

Meghalaya- 793003

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## PRESCRIBED APPLICATION FORM

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1. a) Advertisement No. & Date : \_\_\_\_\_  
b) Name of the post being applied for : \_\_\_\_\_  
c) Preferred Location : \_\_\_\_\_

2. Personal Details:

- a) Full name of the candidate (in block letters) : \_\_\_\_\_  
b) Date of Birth (DD/MM/YYYY) : \_\_\_\_\_ and Age as on **01.03.2020** : \_\_\_\_\_  
c) Gender (Male/Female) : \_\_\_\_\_  
d) Marital Status : \_\_\_\_\_

3. Pre-requisite qualifications for the post (*starting from the highest degree obtained*):

Examination Passed	Duration of the course		Name of the College / University	Grade / Division	% of marks obtained
	From:	To:			

4. Any other qualification (*diploma course, training attended, computer course, etc.*):

Name of the Course/Training	Name of the institution	Duration of the course		Grade/Division
		From:	To:	


5. Employment Record (starting from the current employment):

Name of the Employer/ Organisation	Duration/Period of Employment		Designation	Nature of work	Salary	Reason for leaving
	From:	To:				

a) Total years of experience : \_\_\_\_\_

b) Relevant years of experience for the position applied : \_\_\_\_\_

6. Any other relevant information for the post being applied:

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7. Language Proficiency:

a) Read : \_\_\_\_\_

b) Write : \_\_\_\_\_

c) Speak : \_\_\_\_\_

8. Permanent Address :

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9. Address for Communication:

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10. Contact details:

i. E-mail ID : \_\_\_\_\_

ii. Mobile : \_\_\_\_\_

iii. Telephone Number : \_\_\_\_\_

11. All supporting documents should be enclosed for **Sl. No. 2, 3, 4 & 5** mentioned above.

12. Professional References:

*(List names and complete contact information of two persons of which one should be a direct supervisor and the other one should have good knowledge about your work.)*

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**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information is found to be false / misleading, I may be liable to be disqualified from the recruitment process.

**Dated :**

**Place :**

\_\_\_\_\_

**(Signature of the Candidate)**