



**XAVIER INSTITUTE OF MANAGEMENT &
ENTREPRENEURSHIP, BANGALORE/KOCHI**

Attach photograph

Application for Administrative / Staff

1. Name :

2. Date of birth :

3. Religion :

4. Category (please tick mark)

SC	ST	OBC	Others
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Mailing Address:

 e-mail ID
 Tel.No. [Mob.] (Res.)

5. Have you applied earlier for a job at XIME? Yes / No

If yes, Interviewed / Not called

6. Qualification :

	Degree	Year	Class	% of Marks	Institution	University/Board
P.U.C.						
Degree						
P.G.						
Professional 1.						

7. Last three jobs (including current one):

Period	Designation	Organization	Salary	Responsibility
1				
2				
3.				

8. Address & Tel:

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9. Permanent Address & Tel:

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10. Area/s of specialization:

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11. Present salary with break up:

Basic :	Conv. Allow :
DA :	CCA :
HRA :	Others (specify) :
	Total :

12. Reasons for wanting to join XIME:

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13. Earliest date on which you could join

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14. Salary Expected

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15. References:

1.....
.....
.....
..... E-mail.....
..... Tel.....

2.....
.....
.....
..... E-mail.....
..... Tel.....

Date:

Signature:

Note: Please enclose copies of all your degree/diploma certificates/mark sheets / employment certificates & testimonials, if any with proof of last salary drawn.