



# HERITAGE BUSINESS SCHOOL

Chowbaga Road, Anandapur, P.O. East Kolkata Township, Kolkata 700 107

[AFFIX PHOTO]

## APPLICATION FORM

No part should be left blank. Write 'NA' if not applicable to you.

POST APPLIED FOR

DEPT :

1. **Name of Candidate in full (in capital letters)** : \_\_\_\_\_  
(First name) (Middle name) (Last name)

2. **Address**  
(a) **Residential (Permanent)** : \_\_\_\_\_

Pin: \_\_\_\_\_

Phone : (Res) \_\_\_\_\_ (M) \_\_\_\_\_

(b) **For Correspondence** : \_\_\_\_\_

Pin: \_\_\_\_\_

e-mail \_\_\_\_\_

(c) **Blood Group** : \_\_\_\_\_

3. **Date of birth** : 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|   |   |   |   |   |   |   |   |

4. **Candidate's Nationality** : At birth \_\_\_\_\_ At present \_\_\_\_\_

5. **Religion** : \_\_\_\_\_

6. **Caste** : 

|   |    |    |     |
|---|----|----|-----|
| G | SC | ST | OBC |
|---|----|----|-----|

 (Please ✓ )

7. **Sex** : 

|      |        |
|------|--------|
| Male | Female |
|------|--------|

 (Please ✓ )

8. **Marital status** : 

|         |           |
|---------|-----------|
| Married | Unmarried |
|---------|-----------|

 (Please ✓ )

9. (a) **Father's Name** : \_\_\_\_\_

(b) Mother's Maiden Name : \_\_\_\_\_

(c) Brothers / Sisters (specify number): \_\_\_\_\_

10. Husband's / wife's Name (if married) : \_\_\_\_\_

Occupation : \_\_\_\_\_

11. Children's Age & Sex : 1. .... Yrs; M/F 2..... Yrs; M/F 3..... Yrs; M/F

12. (a) Candidate's mother tongue : \_\_\_\_\_

(b) Other languages known (Speak, Read & Write) : \_\_\_\_\_

13. Academic Qualification

| Examinations / Degree          | Stream/ Discipline | Board/ Council | Name of School / College | Name of University | Year of joining | Year of passing | Division / Class (with % of marks)/ Grade |
|--------------------------------|--------------------|----------------|--------------------------|--------------------|-----------------|-----------------|---|
| (i) 10-class                   |                    |                |                          |                    |                 |                 |   |
| (ii) 10+2                      |                    |                |                          |                    |                 |                 |   |
| (iii) Diploma/ equivalent      |                    |                |                          |                    |                 |                 |   |
| (iv) Graduate level            |                    |                |                          |                    |                 |                 |   |
| (v) Post-Graduate level        |                    |                |                          |                    |                 |                 |   |
| (vi) Doctoral                  |                    |                |                          |                    |                 |                 |   |
| (vii) NET, GATE, SLET etc.     |                    |                |                          |                    |                 |                 |   |
| (viii) Any other qualification |                    |                |                          |                    |                 |                 |   |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

14. **Scholarship, Fellowship, Award etc., with details e.g., name, year, duration, place etc.**

15. **Extra-Curricular Activities**

16. (a) **EXPERIENCE PROFILE ( in reverse order starting with present immediate appointment )**

| Employer's Name & Address | Designation | Date of joining | Date of leaving | Nature of experience | Reason for leaving |
|---------------------------|-------------|-----------------|-----------------|----------------------|--------------------|
|                           |             |                 |                 |                      |                    |

(b) Can join by \_\_\_\_\_ (c) Salary Expected \_\_\_\_\_

(d) Present Remuneration Details (in Rs. / month)

| Basic Pay | DP | DA | HRA | Medical Allowance | Other Allowances | Total |
|-----------|----|----|-----|-------------------|------------------|-------|
|           |    |    |     |                   |                  |       |

17. **ACADEMIC ACTIVITIES**

(a) **Publications**  
(Indicate numbers only)

- (i) **Research papers** : (a) National - Nos. (b) International - Nos.  
(ii) **Books** : (iii) **Edited Volumes** :  
(iv) **Article / Reports** :

(b) **R & D/Industrial Projects**

- (i) **Title of the project** :  
(ii) **Funding Authority** : (iii) **Duration** :  
(iv) **Designation** : (Principal/Co-investigator/Co-ordinator etc. )

(c) **Participation (Indicate numbers only)**

- (i) **Seminar / Conference** :  
(ii) **Workshop / Summer School etc.** :  
(iii) **Refresher / Orientation course** :

(d) **Research Guidance (specify nos.)**

- (i) **Doctoral level** : Awarded ..... Submitted.....  
(ii) **Post -graduate level** : Awarded .....Submitted .....

18. **What is your significant professional contribution?** :

19. **Two Referees who should be responsible persons not related to you and known to you in a professional capacity**

| Sl. No. | Name, Designation & Organisation | Address Res./ Office | Phone Res./Off/Mobile |
|---------|----------------------------------|----------------------|-----------------------|
| 1.      |                                  |                      |                       |
| 2.      |                                  |                      |                       |

20. **Whether any relative is employed at the Heritage Institute of Technology and if so mention the nature of relationship.**

21. **ADDITIONAL REMARKS :**

(Any other information which have not been covered under the above heads)

22. **DECLARATION**

I declare that the entries made in this form are true to the best of my knowledge and belief.

**Date**

(Signature of the candidate)

**Place**