

# Sonata Ceramica Pvt. Ltd.

Near Sabar Dairy, Talod Road  
At. & Po. Gadhoda, N.H. -8,  
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PASSPORT  
SIZE  
PHOTO GRAPH

Post applied for \_\_\_\_\_

Full Name \_\_\_\_\_

Father s Name \_\_\_\_\_ Occupation \_\_\_\_\_

Phone: (o) \_\_\_\_\_ (R) \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Marital Status \_\_\_\_\_ No. Of Children \_\_\_\_\_ Ages of Children \_\_\_\_\_

## Academic Record (Begining with School leaving Examination)

Year		Degree Exam/ College & Specialisation	School/ College/ University & Institute	Class & % Age Marks
From	To			

## Membership of Professional Association

## Details of Projects, Thesis /Publications (if any)

## Short Term Courses

Languages you can	Speak	Read	Write
	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____
	5. _____	_____	_____

<b>DETAILS OF EXPERIENCE:</b> In Chronological order starting from the first employment ending with the last <b>Any break in service should be clearly mentioned.</b>						
Period of service		Employer s Name & Address	Designation & Nature of duties in brief	Gross Monthly Salary		Reason for leaving
From	To			Starting	Leaving	

Design of present reporting relationship I.e. To whom you are responsible and who are responsible to you through a suitable organisation chart. Draw a block around your position in the organisation chart.

Nature of duties in details at present

Mention any other information which should be taken into account in associating to your candidature.

**Present Remuneration Details**

	Basic Salary	DA	House Rent	Transportation Allowance	Others	Total
On Joining						
At Present						

**Benefits & Prerequisites**

Leave Travel	Medical Facilities	Club Membership	Annual Bonus	Any Others

**Retirement Benefit**

Provident Fund	Family Pension	Insurance	Gratuity	others

