

|   |   |
|---|---|
| <b>Bihar Rural Livelihoods Promotion Society (BRLPS), Govt. of Bihar</b>          |   |
|  | <h2 style="margin: 0;">JEEVIKA</h2> <p style="margin: 0;">Bihar Rural Livelihoods Promotion Society<br/>State Rural Livelihoods Mission (SRLM), Bihar</p> |
| <b>Walk-In Process Job Application format</b>                                     |   |

|  |   |
|--|---|
| To,<br>The CEO,<br>Bihar Rural Livelihoods Promotion Society (BRLPS)<br>Vidyut Bhavan II<br>Patna, Bihar | <b>Affix your Self<br/>                 Attested<br/>                 Passport Size<br/>                 Photo Here</b> |
|--|---|

|   |  |
|---|--|
| How did you come to know about this position? |  |
| Date of Walk In                               |  |

|                                    |  |                               |  |
|------------------------------------|--|-------------------------------|--|
| Full Name                          |  | Date of Birth<br>(DD/BB/YYYY) |  |
| Nationality                        |  | Marital Status                |  |
| State of Domicile                  |  | Category<br>(UR/BC/EBC/SC/ST) |  |
| Permanent Address<br>with Pin Code |  |                               |  |

| KNOWLEDGE OF LANGUAGES. What is your mother tongue? _____ |        |        |        |        |        |        |            |        |
|---|--------|--------|--------|--------|--------|--------|------------|--------|
| LANGUAGES   | READ   |        | WRITE  |        | SPEAK  |        | UNDERSTAND |        |
|   | Easily | Not    | Easily | Not    | Easily | Not    | Easily     | Not    |
|   |        | Easily |        | Easily |        | Easily |            | Easily |
| a. Hindi  |        |        |        |        |        |        |            |        |
| b. English  |        |        |        |        |        |        |            |        |
| c.  |        |        |        |        |        |        |            |        |

14. Educational Details (S.S.C. onwards) Please do not translate or equate to other degrees.

| Sr. No. | College/ Institute | University / Board | Course Name (As it appear in Certificate) | Marks Obtained/ Full Marks | Attended from / to |          | MAIN COURSE OF STUDY |
|---------|--------------------|--------------------|---|----------------------------|--------------------|----------|----------------------|
|         |                    |                    |   |                            | Mo./Year           | Mo./Year |                      |
|         |                    |                    |   | ____/____                  |                    |          |                      |
|         |                    |                    |   | ____/____                  |                    |          |                      |
|         |                    |                    |   | ____/____                  |                    |          |                      |
|         |                    |                    |   | ____/____                  |                    |          |                      |
|         |                    |                    |   | ____/____                  |                    |          |                      |
|         |                    |                    |   | ____/____                  |                    |          |                      |

| Computer Skills Details: (Examination Passed) |                |                               |                    |          |                           |
|---|----------------|-------------------------------|--------------------|----------|---------------------------|
| Sr. No.                                       | Name of Course | University/ Board / Institute | Attended from / to |          | Distinction Obtained in % |
|   |                |                               | Mo./Year           | Mo./Year |                           |
|   |                |                               |                    |          |                           |
|   |                |                               |                    |          |                           |

| Details of other Certifications, if any |                              |                               |                    |          |                  |
|---|------------------------------|-------------------------------|--------------------|----------|------------------|
| Sr. No.                                 | Name of Certification Course | University/ Board / Institute | Attended from / to |          | Certificate Name |
|   |                              |                               | Mo./Year           | Mo./Year |                  |
|   |                              |                               |                    |          |                  |
|   |                              |                               |                    |          |                  |
|   |                              |                               |                    |          |                  |

| Question  | Yes | No | If Yes, Explain |
|---|-----|----|-----------------|
| Are you a Post Graduation - MBA/PGDM/Rural Management/Development Studies/Social Work |     |    |                 |



|   |  |  |  |
|---|--|--|--|
| Do you have Experience in assisting set -up of self-employment initiatives for the skilled youth through incubation |  |  |  |
| Do you have E-SoP certification in DDU-GKY  |  |  |  |
| Do you have State/ National level experience of working in SRLM Skills/ Skills mission/ NSDC                        |  |  |  |

**DETAILED EMPLOYMENT RECORD**

Starting with your present post, list in reverse order every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

**Employment -1**

| Start Date                                    | End Date | Total Experience<br>(In completed months) | Company Name |  | Last held Designation |                                      | Annual CTC<br>(Excluding Variable Pay)     | Department<br>(Accounts/Finance/ HR etc.) | Nature of Employment (Full Time Contract/ Volunteer/Permanent/ Short term contract/ Project Activity Contract etc.) |  |
|---|----------|---|--------------|--|-----------------------|--------------------------------------|--|---|---|--|
|   |          |   |              |  |                       |                                      |  |   |   |  |
| Role Level                                    | Trainee  | Associate                                 | Executive    | Manager  | Middle Manager        | Leadership                           | Area for Remarks (Explain your Role Level) |   |   |  |
| Tick the appropriate Box                      |          |   |              |  |                       |                                      |  |   |   |  |
| Location of Posting<br>City/State             |          | ...../.....                               |              | Full Address of the Employer, including contact number |                       |                                      |  |   |   |  |
| Name and Designation of the Reporting Manager |          | ...../.....                               |              |  |                       | Number of Direct Reportees under you |  | Reason for Leaving                        |   |  |
| Details of Key Deliverables of your Role      |          |   |              |  |                       |                                      |  |   |   |  |

**Employment -2**

| Start Date                                    | End Date | Total Experience<br>(In completed months) | Company Name |  | Last held Designation | Annual CTC<br>(Excluding Variable Pay) | Department<br>(Accounts/Finance/ HR etc.)  | Nature of Employment (Full Time Contract/ Volunteer/Permanent/ Short term contract/ Project Activity Contract etc.) |  |
|---|----------|---|--------------|--|-----------------------|--|--|---|--|
|   |          |   |              |  |                       |  |  |   |  |
| Role Level                                    | Trainee  | Associate                                 | Executive    | Manager  | Middle Manager        | Leadership                             | Area for Remarks (Explain your Role Level) |   |  |
| Tick the appropriate Box                      |          |   |              |  |                       |  |  |   |  |
| Location of Posting City/State                |          | ...../.....                               |              | Full Address of the Employer, including contact number |                       |  |  |   |  |
| Name and Designation of the Reporting Manager |          | _____ / _____                             |              |  |                       | Number of Direct Reportees under you   |  | Reason for Leaving  |  |
| Details of Key Deliverables of your Role      |          |   |              |  |                       |  |  |   |  |

**Employment -3**

| Start Date                                    | End Date | Total Experience<br>(In completed months) | Company Name |  | Last held Designation | Annual CTC<br>(Excluding Variable Pay) | Department<br>(Accounts/Finance/ HR etc.)  | Nature of Employment (Full Time Contract/ Volunteer/Permanent/ Short term contract/ Project Activity Contract etc.) |  |
|---|----------|---|--------------|--|-----------------------|--|--|---|--|
|   |          |   |              |  |                       |  |  |   |  |
| Role Level                                    | Trainee  | Associate                                 | Executive    | Manager  | Middle Manager        | Leadership                             | Area for Remarks (Explain your Role Level) |   |  |
| Tick the appropriate Box                      |          |   |              |  |                       |  |  |   |  |
| Location of Posting City/State                |          | ...../.....                               |              | Full Address of the Employer, including contact number |                       |  |  |   |  |
| Name and Designation of the Reporting Manager |          | _____ / _____                             |              |  |                       | Number of Direct Reportees under you   |  | Reason for Leaving  |  |
| Details of Key Deliverables of your Role      |          |   |              |  |                       |  |  |   |  |

**Employment -4**

| Start Date                                    | End Date | Total Experience<br>(In completed months) | Company Name |  | Last held Designation | Annual CTC<br>(Excluding Variable Pay) | Department<br>(Accounts/Finance/ HR etc.)  | Nature of Employment (Full Time Contract/<br>Volunteer/Permanent/ Short term contract/ Project Activity Contract etc.) |  |
|---|----------|---|--------------|--|-----------------------|--|--|--|--|
|   |          |   |              |  |                       |  |  |  |  |
| Role Level                                    | Trainee  | Associate                                 | Executive    | Manager  | Middle Manager        | Leadership                             | Area for Remarks (Explain your Role Level) |  |  |
| Tick the appropriate Box                      |          |   |              |  |                       |  |  |  |  |
| Location of Posting City/State                |          | ...../.....                               |              | Full Address of the Employer, including contact number |                       |  |  |  |  |
| Name and Designation of the Reporting Manager |          | _____ / _____                             |              |  |                       | Number of Direct Reportees under you   |  | Reason for Leaving   |  |
| Details of Key Deliverables of your Role      |          |   |              |  |                       |  |  |  |  |



**Employment -5**

| Start Date                                    | End Date | Total Experience<br>(In completed months) | Company Name |  | Last held Designation | Annual CTC<br>(Excluding Variable Pay) | Department<br>(Accounts/Finance/ HR etc.)  | Nature of Employment (Full Time Contract/ Volunteer/Permanent/ Short term contract/ Project Activity Contract etc.) |  |
|---|----------|---|--------------|--|-----------------------|--|--|---|--|
|   |          |   |              |  |                       |  |  |   |  |
| Role Level                                    | Trainee  | Associate                                 | Executive    | Manager  | Middle Manager        | Leadership                             | Area for Remarks (Explain your Role Level) |   |  |
| Tick the appropriate Box                      |          |   |              |  |                       |  |  |   |  |
| Location of Posting City/State                |          | ...../.....                               |              | Full Address of the Employer, including contact number |                       |  |  |   |  |
| Name and Designation of the Reporting Manager |          | _____ / _____                             |              |  |                       | Number of Direct Reportees under you   |  | Reason for Leaving  |  |
| Details of Key Deliverables of your Role      |          |   |              |  |                       |  |  |   |  |

**Employment -6**

| Start Date                                    | End Date | Total Experience<br>(In completed months) | Company Name |  | Last held Designation | Annual CTC<br>(Excluding Variable Pay) | Department<br>(Accounts/Finance/ HR etc.)  | Nature of Employment (Full Time Contract/ Volunteer/Permanent/ Short term contract/ Project Activity Contract etc.) |  |
|---|----------|---|--------------|--|-----------------------|--|--|---|--|
|   |          |   |              |  |                       |  |  |   |  |
| Role Level                                    | Trainee  | Associate                                 | Executive    | Manager  | Middle Manager        | Leadership                             | Area for Remarks (Explain your Role Level) |   |  |
| Tick the appropriate Box                      |          |   |              |  |                       |  |  |   |  |
| Location of Posting City/State                |          | ...../.....                               |              | Full Address of the Employer, including contact number |                       |  |  |   |  |
| Name and Designation of the Reporting Manager |          | _____ / _____                             |              |  |                       | Number of Direct Reportees under you   |  | Reason for Leaving  |  |
| Details of Key Deliverables of your Role      |          |   |              |  |                       |  |  |   |  |

| Enclosures Required |   |   |
|---------------------|---|---|
| Sl. No              | Item  | Number of Copies                          |
| 1.                  | Latest Biodata  | 3 Nos                                     |
| 2.                  | Self-Attested Photograph  | Affixed on first page of this Application |
| 3.                  | Copy of Proof of ID (Adhaar preferred)  | 1 Copy, Self-Attested and Stapled         |
| 4.                  | Copy of Relevant Qualifying Degree Certificate (depending on post applied for)  | 1 Copy, Self-Attested and Stapled         |
| 5.                  | Copy of Relevant Professional Certification as per post applied (Ex: Tally etc.)  | 1 Copy, Self-Attested and Stapled         |
| 6.                  | Experience Letter as proof of Work Experience. (Relieving Letter, Payslip, Form 16, etc.) Mere Letter of Appointment will not be considered proof of Employment | 1 Copy, Self-Attested and Stapled         |

**Affidavit**

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made in my application or any other submission can lead to termination of my candidature at any stage.

|       |  |        |  |            |
|-------|--|--------|--|------------|
| DATE: |  | PLACE: |  | SIGNATURE: |
|-------|--|--------|--|------------|