

<b>Bihar Rural Livelihoods Promotion Society (BRLPS), Govt. of Bihar</b>	
	<b>JEEVIKA</b> Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission (SRLM), Bihar
<b>Walk-In Process Job Application format</b>	

To, The CEO, Bihar Rural Livelihoods Promotion Society (BRLPS) Vidyut Bhavan II Patna, Bihar	<b>Affix your Self                  Attested                  Passport Size                  Photo Here</b>
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How did you come to know about this position?	
Date of Walk In	

Full Name		Date of Birth (DD/BB/YYYY)	
Nationality		Marital Status	
State of Domicile		Category (UR/BC/EBC/SC/ST)	
Permanent Address 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			

Short Employment Overview					
Employer Name	Type of Firm (Pvt/ NGO/ Society /Gov etc)	Start Date	End Date	Total Months in Service	Your Designation

Question	Yes	No	If Yes, Elaborate
Do you have 7 years experience relevant field like developing curriculum standards for skill / vocational training, Experience in development of NOS/ curriculum development/ L&D in skill			
Do you have experience in undertaking quality assurance in training quality management			
Do you have Experience in assessing training quality and trainer quality			

Do you have experience in designing QA standards and protocols			
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 (In completed months)	Company Name		Last held Designation		Annual CTC (Excluding Variable Pay)	Department (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 -2**

Start Date	End Date	Total Experience (In completed months)	Company Name		Last held Designation	Annual CTC (Excluding Variable Pay)	Department (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 (In completed months)	Company Name		Last held Designation	Annual CTC (Excluding Variable Pay)	Department (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 (In completed months)	Company Name		Last held Designation	Annual CTC (Excluding Variable Pay)	Department (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 -5**

Start Date	End Date	Total Experience (In completed months)	Company Name		Last held Designation	Annual CTC (Excluding Variable Pay)	Department (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 (In completed months)	Company Name		Last held Designation	Annual CTC (Excluding Variable Pay)	Department (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:
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