



TIDEL PARK LIMITED

"A" BLOCK NORTH, I FLOOR – 4, RAJIV GANDHI SALAI,
TARAMANI, CHENNAI – 600 113.

Please fix your
recent passport
size photograph

Designation

Steno Typist

PERSONAL DATA

1	Name in full (in Block Letters)	
2	Address for communication	
	Phone No.	
	Fax No.	
	E-mail ID:	
3	Permanent Address	
	Phone No.	
4	Place of Birth	
5	Date of Birth	
6	Age (as on 01.07.2015)	

7. EDUCATION DATA: EDUCATIONAL, PROFESSIONAL & TECHNICAL

Course	Name of the School/ College/ Institute	Name of the University/ Institute	Period		Special subjects	Month & Year of PASS	% of marks & Class
			From	To			
SSLC / 10th							
PUC / Plus 2							
Degree							

Typewriting							
Higher							
(English)							
Shorthand							
Lower							
(English)							

Please enclose photo copy of above certificates with self attested.

8. EMPLOYMENT DATA (CANDIDATE) (Start with Present Employment - Minimum of 3 years – Experience after qualified Graduate, Typewriting & Shorthand)

Sl. No.	Employer's Name & Address	Position Held (Designation)	Dates		Period (Year & Months)	Major Responsibilities
			FROM	TO		

Documents proof viz (appointment order, experience letter) for having worked in corporate / Public Sector Organizations for 3 years after Graduate, Typewriting & Shorthand should be enclosed (self attested).

9. Experience in Corporate / Public Sector Organization after Graduate, Typewriting & Shorthand qualification.
 (Experience in relevant area / field is an essential qualification for this post. The required details / particulars are to be furnished as per the prescribed format in order to establish the experience requirement for this post, otherwise incomplete application will not be qualified for the further process & get rejected automatically)

Sl. No.	Description	Job1 (Latest)		Job2		Job3	
9 (a)	Name of Company & Address						
9 (b)	Type of Activities & Major Products						
9 (c)	Period (Form & End)						
9 (d)	Nature of Work						
9 (e)	Current Salary						
9 (f)	Immediate Superior (Reporting Person) a) Name b) Designation						

10	Marital Status:		Yes / No. (If yes, details of spouse)		
	a) Name of the Spouse b) Whether employed				
Name & Address of the Employer (Spouse)		Designation	Period of Service (Chronological Order)	Designation & Nature of work	Remarks
11. No. of Children (if married)					
Sl.No.	Name of the Children	Age	Education Details		
12. DEPENDANT PARTICULARS:					
Sl. No.	Name	Date of Birth / Age	Relationship		
13. Family History (Blood Relations):					
Sl.No.	Name	Age	Employment Details, if any		

14. (i) Name of the Community:			
(ii) Whether belonging to SC/ST/MBC/BC/OC			
15. Languages known:			
Sl.No.	Name of the Languages	Speak	Read
16. Personal Particulars :-			
PAN Card No			
Passport No.			
Driving License No.			
Voter ID No. / Aadhar Card No.			
17. Reference: (at least two references who should not be a relative to the applicant and residing in India may be given):			
Particulars	Reference 1	Reference 2	
Name			
Designation			
Company / Organisation			
Office Address			
Office Tel No			
Mobile No			
Email ID			
Known for No of years			
18. Details of physical disability of Permanent nature or chronic illness, if any			

19. GENERAL

	(a) Any relative or acquaintance working in this Corporation If yes, give details (b) Details of relatives working in other Public Sector Undertakings / Government	YES / NO
	(a) Membership with Professional Institutions (b) Other Institutions	
	Sports Proficiency	
	Any political affiliation, If so, give a brief detail	
	Have you applied before to this Corporation?	
	Minimum gross emoluments acceptable	Rs.
	Minimum joining time required	

20. CHICK LIST

Sl. No.	SUPPORTING DOCUMENTS TO BE ENCLOSING (Self Attested)	Yes / No
a)	SSLC / 10 th Mark Sheet	
b)	PUC / 12 th Mark Sheet	
c)	Degree Certificate	
d)	Degree Mark Sheet	
e)	Transfer Certificate	
f)	Post Graduate / PhD & etc (if any)	
h)	Typewriting Higher (English) Certificate	
i)	Shorthand Lower (English) Certificate	
j)	Experience Certificates for 3 years after Graduate, Typewriting & Shorthand	
k)	Passport / PAN Card / Driving License / Voter ID / Aadhar Card (Any two)	

DECLARATION

I, solemnly declare that the details / certificates given above are true to the best of my knowledge and I will produce the supporting documents for the same and in case, if details given are found not correct, I shall abide by the action of the management.

Place:

SIGNATURE OF THE APPLICANT

Date: