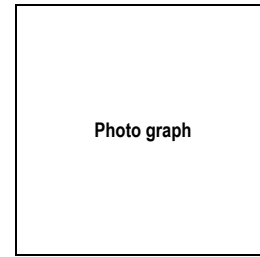


Please fill in and return to:



ELECTROSTEEL CASTINGS LIMITED

19, Camac Street
Kolkata - 700017
Ph. 033 7103 4400 / 2283 – 9990
Fax. 2289 – 4340



Part -A **PERSONAL RESUME**

1. POST APPLIED FOR:			
2. NAME (In block letter) :			
3. ADDRESS: Present:			
Phone No.		Email:	
ADDRESS : Permanent			
Phone No		Email:	
4. PERSONAL PARTICULARS : -			
Father's Name & Occupation:			
Date of Birth:		Height:	Weight:
Languages - Speak:		Nationality :	
Read:		Religion :	
Write:			
Physical Disabilities (if any):		Health Issues (if any) :	
Hobbies:			
Family Details	Name	Relationship	Date of Birth (DD/MM/YYYY)
		Wife / Husband	/ /
		Son / Daughter	/ /
		Son / Daughter	/ /
		Father	/ /
		Mother	/ /
Name of the Nominee: (For Term Policy)			/ /
5. Reference: (Name & Address of 3 responsible persons who are not relatives and who know both your work and personal abilities. Please also mention their present company and designation along with the details below) :			
Name & Address	Company / Designation / Relation		Phone No.
1.			
2.			
3.			

Candidate's Signature :

6. EDUCATION (High School Onwards):-				
Examination	Institution / University	Year of Passing (DD/MM/YYYY)	Division / %age / Rank	Subjects / Specialisation if any
		From:- / /		
		To:- / /		
		From:- / /		
		To:- / /		
		From:- / /		
		To:- / /		
		From:- / /		
		To:- / /		
Acquaintance with computers (Expert / Intermediate / Basic) :				
7. Professional Training (Including Short Term Courses):				
8. Membership of Professional Bodies / Institution:				

Candidate's Signature :

9.

DETAILS OF PRESENT EMPLOYMENT

Name & Address of Employer.....
.....

Nature of Employer's Business:

Total Number of Employees..... Annual Sales Turnover

Present Position..... Date (Appointed to this position).....

10. Outline your and your team's role, responsibility and reporting relationships (i.e. to whom you are responsible and who all are responsible to you) through a suitable **organizational chart** mentioning position and names of persons.
(Please draw Organization chart of your present and previous organization. Use separate sheet, if necessary)

Present Organization:

Previous Organization:

Candidate's Signature :

11. Performance & Achievements:-		
Details	Present Employer	Previous Employer
Key Performance Areas:		
Key Achievements:		
12. Mention your career objectives. How much does your last job resemble the one you are applying for ? :		
13. Mention your strong & weak points :		
14. Briefly describe one project that you found most challenging in any of your previous workplaces or in your personal life :		
15. Notice Period Required:		
16. Location preference, if any:		
17. Give reference of previous interview at Electrosteel, if any:		
18. Any other information you think should be considered for your Interview / Selection:		

Candidate's Signature :

PERSONAL RESUME –(Part –B)

Name of the Candidate (in Block letter) : -

19. Details of salary and other benefits with present Employer					
Salary	Per Month	Per Annum	Other Benefits / Perks	Present	Expected
Grade: Basic Salary DA plus ADA CCA HRA Special Allowance Education Allowance Washing Allowance Entertainment Allowance Conveyance allowance Conveyance Reimbursement Medical LTA P.F. Gratuity Superannuation Bonus (avg. of last 2 years) Subsidized lunch Furnishing Any other:			Car Loan facility Children's education Club Membership Telephone (Landline) Mobile Phone Leave (days P.A.) a. Earned / Privilege b. Casual c. Sick Pool Car facility / lift Car with driver Others : a. b. c. d. e. f. g. h.		
Total			Place (✓) where the item cannot be quantified		
20. Expected salary (ACTC) and benefits:					

21. Details of Experience (Please list all Post held Chronologically, with present employer at the end) : -						
Date, Month & Year		Employer's Name & Nature of Business	Last Designation Held	Salary (ACTC)		Reason for leaving
From (DD/MM/YYYY)	To (DD/MM/YYYY)			Starting	Leaving	
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					

Declaration: 1) I do hereby declare that all the above information furnished by me is true to the best of my knowledge and belief.
2) If the management so desires can carry out verification of the information furnished by me in this employment through third parties or self and if the information furnished is found false, I shall be liable for any suitable legal action initiated by the Company.

Candidate's Signature :

FOR OFFICE USE ONLY

CV SOURCE (Reference, Portal, Consultant etc.)	
If reference, Referee's Name	
Relation of Referee with candidate	
Location	
Position Offered	
ACTC offered	
Date of Joining	
Remarks, if any	