



MSP GROUP OF COMPANIES

CONFIDENTIAL

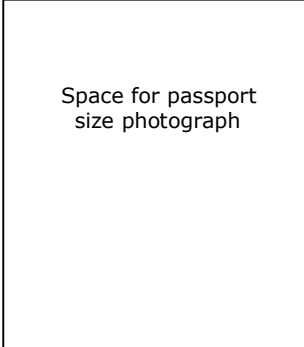
Position applied for _____

PERSONAL DATA

Name in full _____
(Block letters please)

Present Address _____

Permanent address _____



Home Town _____ Distt _____ State _____

Phone No.(Off.) _____ (Resi.) _____ (Mob) _____

Father/Husband's name and occupation _____

Date of Birth _____ Age _____ E-mail _____

Marital Status _____ Age of Children, if any { Boy(s) _____

Girls(s) _____

Languages known (Underline mother tongue) _____

ACADEMIC QUALIFICATION (Starting from school leaving to Graduation)

YEAR		COURSE	SCHOOL/COLLEGE/ UNIVERSITY	MAIN SUBJECTS	CLASS & % OF MARKS
FROM	TO				

PROFESSIONAL QUALIFICATION (Any professional Degree/Diploma/Post Graduation)

YEAR		COURSE	SCHOOL/COLLEGE/ UNIVERSITY	MAIN SUBJECTS	CLASS & % OF MARKS
FROM	TO				

16/S, Block - A, New Alipore, Kolkata - 700053

Please outline your present JOB RESPONSIBILITIES:

Depict your position with help of an ORGANISATION CHART

Reason for seeking change _____

MEMBERSHIP OF PROFESSIONAL ASSOCIATION/ BODIES

Hobbies/ Leisure activities _____

Name, address and contact number of reference (Not relations, please)

1 _____

2 _____

YEAR		Name and address of the Employer and nature of business	Each designation with period and description of major responsibilities
FROM	TO		

PRESENT APPOINTMENT:

Name and address of the Employer :

Nature of employer's business:

No. of Employees

Annual sales turnover (Rs.)

Date of Joining

Designation at Joining

Designation at present

Effective from

Have you been interviewed by any of the MSP Group Company before? Please mention.

Are you related to any employee/ whole time Director of the Company? If so, please give detail:

How much Notice period do you need to give to your present employer? _____

REMUNERATION (RUPEES PER MONTH)

DETAILS	
Basic	
HRA/Co. Accomodation	
DA	
LTA	
Medical allowance	
Conveyance allowance	
Bonus/ Exgratia	
Children Education allowance	
News Paper/ Magazine	
Others (Specify please)	
◆	
◆	
◆	
◆	
◆	
PF	
Gratuity	
Superannuation	
TOTAL	

Expected Salary (CTC)

ANY OTHER INFORMATION

REMARKS (for office use only)

Date:

Signature: