

INSTITUTE NAME:

INTERVIEW DETAILS

To be filled by Candidate

Affix your
photograph

DATE :

1. Personal Details:

1.1. Applied for the Post :- _____

1.2 Reference / Source (for vacancy) :- _____

1.3 Name of the Candidate (Mr./Ms./Mrs.) :- _____

1.4 Male / Female :- _____

1.5 Date of Birth :- DD MM YY Age:- _____ Yrs.
_____ Mths

1.6 Marital Status :- _____

1.7 Address :- _____

1.8 Nature of present accommodation :- Ownership On Lease

1.9 Native Place :- _____

1.10 Residence No. :- _____

1.11 Mobile No. (Self) / Emergency Contact No :- _____
(Spouse or Close Relative)

2. Work Experience

2.1 Total work experience _____

2.2 Total work experience in specific field _____

2.3 Current & Two previous Employment details:

Min & Max duration spent in the Co.	Name, address and no. of years been working for.	Designation	Reasons for leaving the job	Salary (Rs. p.m. & p.a.)
	Current:			
	Previous:			

3. Joining related information

1. Expected Salary	
2. Expected Date of Joining	

4. Qualification Details:

Details	Specialization	College / School & Year of Passing	Percentage
Post Graduation			
Graduation			
HSC			
SSC			
Any Other			

5. Knowledge of languages :

Language expertise (√)	Read	Write	Speak
English			
Hindi			
Marathi			
Other			

6. Family Details : (Brief information about parents, spouse, brothers & sister and their profession)

Family Members	Status / Profession	Company	Position	Transferable / Non Transferable
Father				
Mother				
Spouse				
Brother / sister 1				
Brother / sister 2				
Brother / sister 3				
Brother / sister 4				
Child 1				
Child 2				
Child 3				

7. References with address and Contact nos.

References of Officials worked with

(1) _____

(2) _____

Personal References

(1) _____

Candidate Signature: _____

To be filled by Interviewer

Name:		
Designation:		
Remark:		
Signature:		Date:

Name:		
Designation:		
Remark		
Signature		Date:

Name:		
Designation:		
Remark:		
Signature:		Date:

10. Management remark / approval

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Signature: _____

Status

Select

On Hold

Reject

Office Use (After Selection)

1.Date of interview	
2. Issue of offer/ Appointment letter	
3. Nature of Appointment	
4. Joining Date	
5. Induction Training Date	
6. Six Monthly Report Submission Date (for probation period/ Ad-hoc)	
7. Remark (if any)	

Signature (Registrar/A.O): _____