



To

**DGM(HR),
HLL LIFECARE LIMITED,
PEROORKADA FACTORY,
THIRUVANANTHAPURAM-5**

Paste your recent
passport size
photograph here

Sir,

Sub: Application for the post of _____

Job Code: _____

Ref: _____

BIO DATA

1. Name in full (In Block Letters) : _____

2. Father's / Husband's Name : _____

3. Age and Date of Birth : _____
(Self attested copy shall be enclosed)

4. Sex : Male / Female

5. Religion and Nationality : _____

5(a) Mention whether SC/ST/OBC
PH/Ex-Servicemen
(if yes, Attach copy of certificate) : _____

6. Educational Qualification (Begin with highest qualification):

Name of Examination Degree	Board/University / Institute	Specialization/Branch	Month and Year of passing	% of Marks

(Please enclose Self attested copies of original certificates and mark list)

7. Experience (Beginning with current employment) :

Name of Organisation	Post Held	Period of Service		Salary drawn	Reason for leaving
		From	To		

(Please attach Self attested copies of experience certificates)

8. Please enclose a Brief invariable on the exact nature of your experience /achievements and how you consider yourself suitable for the post applied.

9. Present Salary Break-up :
 (Please attach copy of the latest salary slip)

	Amount in Rs.
Scale of Pay	
Basic Pay	
DA	
HRA	
CCA	
Conveyance	
Canteen Allowance	
Medical	
Educational Allowance	
PF	
Others (please specify)	
1.	
2.	
3.	

10. Are you a member of Provident Fund: Yes / No

If yes, EPF Account No. : _____

11. a) Permanent Address : _____

b) Present Address : _____

12. Phone Number : Mobile _____ Land Line _____

13. E-mail address : _____

14. Mother Tongue : _____

15. Languages Known (Please tick which ever is applicable):

Language	Read	Write	Speak

16. Have you previously applied for a position at HLL? If yes give details

17. References of persons in responsible position (Name & Address)

Sl. No	Name	Address with Ph. No.
1		
2		

18. Any other particulars concerned : _____

The application is liable for rejection if not filled in the prescribed Performa with full details of experience and also if not furnished the copies of certificates and testimonials in support of qualification (including mark sheet), experience, age, caste (for SC/ST/OBC/PH) etc.

Declaration

I certify that the above information is correct and true to the best of my knowledge and belief. In the event of any information being found false or incorrect, action can be taken against me. Further declare that I have never been arrested/prosecuted and convicted by a Criminal Court or involved any other case registered by the Police.

Yours faithfully,

Place:

Date:

(Signature of the candidate)