

## **STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT**

	Documents Enclosed	Status (tick the relevant column)		
		Yes	No	NA
1.	Proof of Date of Birth (only SSLC/SSC/10 <sup>th</sup> Standard Board Marks Card will be admitted as proof of age).			
2.	Proof of Caste – SC/ST in the prescribed format.			
3.	Latest OBC Certificate (Non-creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced.			
4.	Minority declaration Certificate.			
5.	Ex-Servicemen Certificate.			
6.	Income and Asset Certificate in the format as applicable for EWS category.			
7.	PWD certificate issued by the Competent Authority (Govt. Hospital or Medical Board attached to Special Employment Exchange for the handicap) as per the “Persons with Disabilities [Equal opportunities, protection of right and full participation] Act, 1995”.			
8.	Qualification Certificates (as applicable):			
8.1	SSLC/SSC/10 <sup>th</sup> Standard Board Marks Card.			
8.2	ITI Marks Card (Year-wise)			
8.3	ITI Certificate			
8.4	Inter/Diploma Marks Card (Semester-wise/Year-wise).			
8.5	Inter/Diploma Certificate.			
8.6	Degree Marks Card (Semester-wise/Year-wise).			
8.7	Degree Certificate.			
8.8	Other Qualifications, if any (Pl. specify).			
9.	Experience Certificate(s).			
10.	Demand Draft for the prescribed amount.			

**Note:**

The self attested copies of the documents/certificates (Sl.No. 1 to 9) should be enclosed to this format in the same order.

Candidate to bring one set of photo copies of all marks cards along with original for verification at the time of document verification.



**HMT MACHINE TOOLS LIMITED**  
**Bangalore Complex**

Affix Passport  
size photo

**(Please fill boxes in BLOCK LETTERS ONLY)**

<b>APPLICATION FOR THE POST OF :</b>					<b>Advt. Ref. No. &amp; Date:</b>				
1	Name Mr./ Ms								
2	S/o, D/o, W/o								
3	Address for communication (With PIN Code)								
3.1	Telephone Nos. (with STD code)		Office.			Residence.			
3.2	Mobile								
3.3	E-mail Ids 1								
	2								
4	Date of Birth (as per Matric./ SSLC/SSC certificate)	DD	MM	YY	Age (as on date of application)			YY	MM
5	Caste/Category	SC	ST	OBC	GEN	PH	MIN	EWS	(Tick appropriate column)
6	Qualification (self attested Xerox copies of all marks cards & degree certificates are to be enclosed)								
	Exam passed	Yr of passing	Full/ part time	Course Duration	University/ Institution	Aggt. % Marks	Speciali- sation		
6.1									
6.2									
6.3									
6.4									
6.5									
6.6									

7	Post-qualification Experience: (self attested Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion name, Address & e-mail	Desig- nation	Nature of duties	Period (commencing from latest / present)						Company , s	Basic Pay & pay Scale
				From		To		Duration			
				MM	YY	MM	YY	YY	MM		
7.1											
7.2											
7.3											
7.4											
7.5											
<b>TOTAL P.Q. EXPERIENCE</b>											
8	<b>Any two references with contact details (other than relatives)</b>										
	Name& designation		Address			Phone No./Mobile No.			Email ids		
8.1											
8.2											
9	Demand Draft details		Date& DD No			Amount. (Rs.)			Bank Details		
<b>Original testimonials in respect of Sl. No. 4,5,6 &amp; 7 must be produced at the time of interview</b>											
<p><b>Certified that the information furnished above are true to the best of my knowledge information &amp; belief. If, at a later date, the information furnished above is found to be false or inaccurate, the Management is free to take appropriate action as per the extant rules.</b></p> <p><b>Place :</b></p> <p><b>Date :</b></p> <p style="text-align: right;"><b>(Signature of the Applicant)</b></p>											