

Application Form

Instructions

1. If as a result of your application, you are invited to an interview or other kind of selection procedure, the material in this form will be used as basis for discussion between you and whoever interviews you. You may then, of course, amplify or modify any information you have given, or introduce anything which has not been covered but which you feel might have a bearing on your application.
2. All the sections should be filled fully and if a particular section is not applicable, write 'N.A.'
3. Attach copies of certificates to prove the date of birth, caste (in the case of Scheduled Caste/Scheduled Tribe candidates applying for reserved category posts), educational qualifications and the proof of Class or Division in which you have passed the examination.
4. Please note that mentioning percentage alone or the marks obtained by you in the examination is not enough. You have to clearly mention in which Class you have been declared passed. If your University/Institution has awarded grade points, enclose a conversion sheet. In the absence of information regarding the Class in which you have passed the examination, the application is liable to be rejected.
5. Please state the number of years of experience clearly with documentary evidence. Please also ensure that the details you furnish account for the entire time period which has lapsed since you were awarded your qualifying or first degree or equivalent, in terms of study period, work period, period of unemployment, etc.
6. Please note that all original certificates in proof of educational qualifications, experience, etc. mentioned in your application would have to be produced at the time of interview.
7. While those who have appeared for their qualifying examinations may apply, their candidature will be considered only if they obtain first class in the examination.
8. If you are employed in a government, semi-government or quasi-government organization, your application must be forwarded through proper channel. If you anticipate procedural delays in this regard, you may submit a duplicate application to meet CEE's deadline. However, this will be considered valid only if the application through proper channel has been received at CEE by the date of issuing interview calls.
9. In the event of your selection, a certificate regarding your release from your present employer has to be produced at the time of joining.
10. The furnishing of false information or suppression of any factual information in the application form would be a disqualification and is also likely to prejudice any future applications by the candidate to CEE.
11. If the fact that false information has been furnished or that there has been suppression of any factual information in this application form comes to notice at any time during the service of a person, his/her services are liable to be terminated.
12. This application form has to be filled in by the applicant in his/her own handwriting legibly and completely.
13. While the Centre has permitted candidates appearing for the qualifying examination in the selection proceedings, if selected they would be appointed only if they obtain a **FIRST CLASS** in their qualifying examinations.



Employment Application

To be filled in by the applicant in his/her own handwriting legibly and completely.

1. Post applied for:

(As advertised)

2. Full name as mentioned in qualifying certificate (underline your personal name) in block letters with aliases, if any. (Please indicate if you have added or dropped at any stage any part of your name or surname).

3. Present address in full: _____

Pin : _____ Tel. No. _____ E-mail: _____

4. Permanent Address : _____

_____ Pin : _____ Tel. No. _____

5. Age & birth date _____

6. Sex _____ 7. Nationality _____ 8. Marital Status _____

9. Religion (Optional) _____

10. Do you belong to Scheduled Caste/Scheduled Tribe? (If yes, please mention the Caste/ Tribe and attach proof to the effect)

11. Place of birth, District & State in which situated _____

12. Details of family members (including spouse, children & any of the dependants)

Name	Date of birth/ Age	Relationship	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13. Work Experience (Starting with current/most recent employment)

Period From	-	To	Designation, emoluments & nature of job	Name & Address of Employer	Reason for leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

14. Educational qualifications starting with the most recent, showing places of education with years in schools and colleges. Details below SSC are not required.

Name of school/ college	Board/ University	Exam passed	Subjects	Class and Percentage	Date of award of Certificate
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15. Have you signed any service contract with your present employer? If yes, give details.

16. Are you currently pursuing any course of study? If yes, give details.

17. Where did you see the advertisement for which you have applied?

Name of the paper _____ dt. _____

18. Expected salary Rs. _____

19. Health Data

(a) Height _____ cm. (b) Weight _____ Kg.

(c) Do you wear spectacles or contact lenses? If yes, mention the power of the lenses.

Left _____ Right _____

(d) Physical disability, if any _____

(e) Health condition which makes travel difficult if any _____

(f) Blood group _____

20. Extra Curricular Activities

Sports/games, hobbies, participation in elocution/literary/social activities, achievements if any

21. Languages Known (Mention degrees of competence)

Speak	Read	Write
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Mother tongue _____

22. Have you got any publications to your credit?
(You may attach a separate sheet if space provided is insufficient)

23. Have you written any popular articles or contributed to the media? Give particulars.

24. Have you been involved in any work related to environment/development communication/
science popularization, etc.? Give particulars.

25. Have you been associated with any NGO/Voluntary organization, etc.? Give particulars.

26. Have you got any experience of working with communities, children, etc.? Give particulars.

27. Do you possess any special technical skills such as photography, etc.? (Give particulars)

28. What is your level of competence in using computer?

29. Do you possess a Driving Licence? If so, give details such as Two-wheeler, Four-wheeler, etc.

30. (a)	Have you ever been arrested?	Yes/No
(b)	Have you ever been prosecuted?	Yes/No
(c)	Have you ever been kept under detention	Yes/No
(d)	Have you ever been bound down?	Yes/No
(e)	Have you ever been fined by a court of law?	Yes/No
(f)	Have you ever been convicted by a court of law for any offence?	Yes/No
(g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/Institution?	Yes/No
(h)	Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination/selection?	Yes/No

- (i) Is any case pending against you in any court of law at the time of filling up this application? Yes/No
- (j) Is any case pending against you in any University or any other educational authority/institution at the time of filling this form? Yes/No

If answer to any of the above mentioned questions is 'yes' give full particulars of the case/arrest/detention/fine conviction/ sentence punishment, etc. and/or the nature of the case pending in the court/ University/educational authority etc. at the time of filling up this form.

31. Are you a member of any professional bodies? If yes, give details:

32. Have you applied for any post at CEE before? If yes, give details:

33. Other organizations in the NGO sector sometimes contact us for suitable candidates to fill vacancies in their organizations. Would you like us to refer your name and address to them?

34. Name and address of two referees (not related to you)

1. _____ 2. _____

I hereby certify that the above information is correct and complete to the best of my knowledge and belief.

Place : _____

Date : _____

 (Signature of the Candidate)

Candidate's Preferences Form

Name of candidate:

1. Please indicate your interest/preferences by placing the appropriate letter from H,M,L,N, for high, medium, low, nil against each item below:

<u>Target Groups</u>	<u>Areas</u>
Urban community	EE in the urban context
Rural community	Training in EE skills
School children	Eco-development around wild life sanctuaries
Youth	Eco-documentation and awareness
Women	EE through formal systems
Policy makers/Decision makers	Mass media
Administrators	Interpretation
NGOs	EE for industry
Media	EE for decision makers
Others (specify)	Networking and participation for EE

2. Please indicate your own assessment of your skill in the following by placing the appropriate letter from H,M,L,N for High, Medium, Low or Nil against each item.

Skills

Writing : creative
 technical
 popular

Editing

Translation (specify from which language to which language)

Photography

Drawing, painting, sculpture, model making, etc.

Field-work and field-research

Library or secondary research

Technical skills for improvement of rural environment

Technical skills for improvement of urban environment

Community organization

Liaison

Environmentally appropriate technologies (specify)

A/V programmes

Theatre skills

Crafts

Folk media (specify)

Management

Computers (specify)

Others (specify)