

POST OF BANKING ASSISTANT

 इंडियन बैंक ALLAHABAD	Indian Bank No. 356 Galle Road, Colombo 03, Sri Lanka. Tel: 0094-11-2323402/03 Email:colombo@indianbank.co.in	Affix a recent Photo here. (Trim to this size or smaller)	For Official Use:
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Instructions:

Please print or write legibly in English. Additional information can be given by attaching A4 sheets. Attach photocopies of certificates pertaining to academic and professional qualifications as per the advertisement. Please staple all papers together (do not use paper clips). Initial each page at the bottom. Completed application form along with documents is to be sent by Registered Post to **The Manager, Indian Bank, No. 356 Galle Road, Colombo-03, Sri Lanka**. Final appointment will be subject to a medical examination and security screening.

PERSONAL DETAILS (Please fill in BLOCK letters)

FULL NAME (Underline the name preferred to be addressed by)			
Male <input type="checkbox"/>	Date of birth (dd/mm/yyyy):	Age :	NIC No/Passport No:
Female <input type="checkbox"/>		Civil Status:	
Address (permanent address)		Correspondence Address (if different from the permanent address)	
CONTACT DETAILS			
Mobile :		Office :	
Home :		E-Mail :	

Academic Qualifications

Secondary School Education

Exam	School/ Institute	Year	Main subjects & grades
G.C.E. (O/L)			1.
			2.
			3.
			4.
			5.
			6.
			7.
			8.
			9.
			10.

G.C.E. (A/L) Please mention only the main subjects and not the optional subjects			1.
			2.
			3.
			4. General English -

Tertiary Education (*Degree with a class or a professional qualification*)

Name of university / Institute	Duration (From – To)	Degree with the class / Diploma / Qualification details	Main course and subject

Achievements

Please list any achievements not included above such as scholarships, relevant research work, sports, extra-curricular activities.

LANGUAGE PROFICIENCY			
Skills	Sinhala	Tamil	English
Speaking			
Writing			
Reading			

Employment History

<i>Name, Phone Number & Address of Institution</i>	<i>Main activities handled by you</i>	<i>Duration (From – To)</i>	<i>Job designation</i>	<i>Name & tel no of Supervisor</i>
Present Employment				Bank may communicate with your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous Employment				Bank may communicate with your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>

References

List **at least two persons not related to you** and who have known you for at least 5 years, who are familiar with your character and qualifications.

	Full Name	Occupation	Address	Tel No.	Email Address
1					
	Capacity in which you know the referee :				
2					
	Capacity in which you know the referee :				

Have you got a close relative working in the Indian Bank Sri Lanka? If so give name and relationship. Yes No

Have you ever applied for a job at Indian Bank Sri Lanka? If so give details: Yes No

Have you ever committed or have been convicted of any criminal or unlawful activity?
Yes No

State any material facts not covered elsewhere including other interests

I hereby declare that above stated information is true to the best of my knowledge and belief and my candidature is liable to be rejected on account of any mis-statement or concealment of facts.

Date

Signature