

# Placement Form

## Upload Photo

### 1. POST APPLIED FOR:

Which area you like to work Corporate or Political (Choose one or keep both)

Executive Assistant

Personal Assistant

PRO - Public Relation Officer

OSD - Officer on Special Duty

LO – Liaison Officer

### 2. PERSONAL INFORMATION:

2.1 Full name :

2.2 Address for correspondence:

2.3 Permanent address:

2.4 Telephone: STD code: ..... Phone: .....

2.5 Cell (Mobile) Phone No. : .....

2.6 E-mail address: .....

2.7 Date of Birth: ..... / ..... / ..... Age: .....

2.8 Marital Status:.....

### For MPSC UPSE students

Your area of interest -

Exam Attended -

Mains Attended -

Do you have a Passport? Yes - no

Do you have any Active visa? If yes details

**3 ACADEMIC QUALIFICATIONS:** *(starting with S.S.C.)*

Sr. No.	Examination / Degree	Year of passing	Principal / Special subject/s	School / College / Institute	Board / University	Class / Grade	% of marks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**4 WORK EXPERIENCE:** *(Starting with current employment)*

Sr. No.	Post	Period		Organization / Management	Last salary drawn
		From	To		
(1)	(2)	(3)	(4)	(5)	(6)

**5 LANGUAGES KNOWN** (Rate Yourself 1 to 10)

Language	Read	Speak	Write

**6 EXTRA –CURRICULAR ACTIVITIES / HOBBIES**

**7 SPECIAL ACHIEVEMENTS**

**8 ANY OTHER INFORMATION (you want us to know)**

**9 REFERENCES:** (name of the person with designation who give reference on your cv)

**Name 1**

**Name 2**

**10 your typing speed**

**11 Other information**

aadhar number

pan number

driving licence number

Visa history (past visa on passport)

Currently valid visa if any

passport valid till what date

any bank lone

any other business

any family member from indian armed forces

ready to work on sunday's

## **12 Choose if you have Basic knowledge of below mention industry**

- Information Technology
- Transport Industry.
- Computer Industry.
- Telecommunication industry.
- Agriculture industry.
- Construction Industry.
- Education Industry.
- Pharmaceutical Industry.
- Finance
- Healthcare
- Aviation

Select the qualities you think you have

- High level business acumen
- PR and communication skills
- Flexibility and initiative
- Ability to manage projects
- Intuition and empathy
- Commitment to the organization
- Working beyond the job description'
- Can you work under pressure

## **13 Assess Yourself**

**Rate yourself between scales of 1 to 10**

I'm an effective communicator because

(Rating Example)

- I can: speak clearly and accurately 8
- talk easily to strangers 9
- listen carefully 10

- persuade others of my point of view 10
- follow written instructions ask the right questions 9
- explain things effectively 10
- reach agreement by negotiating or bargaining 7

**I'm a good team-member because I: Rate yourself between scales of 1 to 10**

- get along well with all sorts of people
- share information
- am open to other people's ideas
- am loyal
- trust others
- am flexible and prepared to compromise
- deliver what I promise
- always support team mates by doing my fair share

**I'm a problem solver because I can: Rate yourself between scales of 1 to 10**

- see problems before they get too big
- look at difficulties from different points of view
- tackle things myself rather than leaving it to someone else
- learn from my own mistakes
- try out new solutions

**I show initiative all the time because I'm: Rate yourself between scales of 1 to 10**

- able to see what needs doing without being told
- willing to take on new things
- good at making decisions
- good at getting things started

**My organizational skills mean I'm: Rate yourself between scales of 1 to 10**

- able to plan work so that the most important things get done first
- able to get things done on time
- good at doing more than one thing at a time
- good at planning how things should be done
- able to co-ordinate people and resources

**I'm adaptable because I'm: Rate yourself between scales of 1 to 10**

- open to new ideas
- not afraid to try different ways of doing things
- quick to learn new things
- able to deal with changes

**14 choose if you have experience or knowledge of following work?**

Shorthand

Diary management

Calendar planning / management

Annual general meeting AGM preparation

Letter drafting

Noting

Taking Minutes of meeting

Invert outward

Interview preparation / recruitment calling

Data entry

Word

Excel

PowerPoint

Documentation

Filing management

Travel Management

Handling visitors

Welcome guests on airport and accompany them through business trip

Repairing checklist for meetings events and traveling

**15 WHAT JOB TITLES / OFFICES YOU ARE LOOKING FOR.**

- PA - Personal Assistant
- EA - Executive assistant
- EA Executive assistant to CEO
- LO - Liaison officer
- Business house Administrator / manager
- OSD - officer on special duty
- PRO - Public relation officer
- Chief of staff
- Celebrity assistant
- Celebrity manager
- Artist Assistant
- OS Office secretary
- Right hand man
- OS Office superintendent
- Personal aid
- Government coordinator

- CSR manager
- Legal Secretary

Your job expectation note: -