

❖ Selection shall be on the basis of written examination, computer test and interview.

APPLICATION FORM FOR THE POST OF JUNIOR SALES CUM OFFICE ASSISTANT

Advertisement Notice No.

Date:

1. Name of the Applicant
as per Aadhar Card (**In block letter**) :
2. Father's/Husband Name :
3. Communication Address with PIN Code :
4. Mobile No. :
5. E-mail Id :
6. Date of Birth (DD-MM-YYYY format) :
7. Age as on 01.06.2025 : _____ years and _____ months
8. Educational Qualification :

Self attested
Passport size
photograph

Examination	Board/Council/University/Institute	Year of Passing	% of Marks Obtained
Post Graduation			
Graduation			
Higher Secondary			
Secondary			
Others			

9. Computer Skills (Tick wherever applicable):

- ☐ MS Word
- ☐ MS Excel
- ☐ TALLY

10. Work Experience as Counter Sales Person:

Name of the Organization	Designation/Nature of Work	Date of Joining	Date of Release

11. Name of the Organization where serving at present:

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12. Post held therein as on the date of Advertisement :
(Authentic supporting documents to be enclosed)

13. Last pay drawn (Authentic supporting documents to
be enclosed) :

14. Any other relevant information :

DECLARATION

I _____ hereby declare
that the particulars furnished by me in this application form are true to the best of my knowledge and belief.
In case any information is found to be incorrect, my candidature shall liable to be rejected.

Place:

Date:

Signature in full of the Applicant

Name in full: _____

❖ The complete bio-data format shall have to be mailed to engagement@manjusha.in by 5.30 p.m. on 30th
June, 2025. Incomplete application shall be liable to be rejected.