



COMMON RECRUITMENT APPLICATION FORM

Please complete this application form carefully. Incomplete or incorrect information may lead to disqualification. Send the filled-in application, along with relevant document copies to the address mentioned in the vacancy advertisement.

Personal Information

Full name:	_____	Date of Birth:	_____
Address:	_____ _____ _____	Phone:	_____
Gender:	☐ Male ☐ Female ☐ Other / Prefer not to say	Email:	_____
Nationality:	_____		
Marital Status	☐ Single ☐ Married ☐ Other		
Preferred Mode of Communication:	☐ Email ☐ Phone Call ☐ Post ☐ SMS / WhatsApp		
Are you willing to relocate to any UPASI TRF Regional Centre (as per organizational need)?	☐ Yes ☐ No ☐ Maybe (please specify preferred locations)		

Application Information

Position Applied for:	_____		
Department / Division (if known):	_____		
Advertisement Reference Number (if known)	_____		
Work Location:	_____		
Availability / Notice Period (if any):	_____		
Do you have prior work experience with UPASI TRF?	Yes ☐ No ☐	If yes, details	_____
Do you have prior work/research experience related to the plantation sector?	Yes ☐ No ☐	If yes, details	_____

Educational Qualifications

Degree / Qualification	Discipline / Specialization	Institution / University	Year of Passing	Percentage / Grade / CGPA

Work Experience

(List in reverse chronological order with the most recent three)

Organization / Institution:				
Job title:		From:		To:
Key Responsibilities:				
Organization / Institution:				
Job title:		From:		To:
Key Responsibilities:				
Organization / Institution:				
Job title:		From:		To:
Key Responsibilities:				
Total Years of Relevant Experience:				
Experience in Research / Laboratory Work:	☐ Yes ☐ No			
Technical Skills and Proficiencies (if any):				

Certifications and Training

Certification / Course	Issuing Organization	Duration	Year Completed

Publications and Research Work

Number of Peer-reviewed Publications / Papers / Articles (if any)		Attach copies If applicable
Do you have Books / Book Chapters?	☐ Yes ☐ No	Attach title page copies If applicable
Any ongoing Research Projects / Proposals?	☐ Yes ☐ No	Attach details If applicable

References

Please provide two professional or academic / professional references who can comment on your suitability for the role.

Full name:		Full name:	
Designation:		Designation:	
Phone:		Phone:	
Email:		Email:	

Additional Information

Languages Known:			
Memberships in Academic / Professional Bodies / Societies, if any?			
Any Prior Association with UPASI or its Member Estates?			
Have you ever been dismissed or asked to resign from employment?	☐ Yes ☐ No	If yes, please explain.	

Do you have any relatives currently working in UPASI or associated institutions?

☐ Yes ☐ No

What motivates you to apply for a position at the UPASI Tea Research Foundation?

How soon can you join if selected?

Declaration & Signature

I hereby declare that all information provided above is true and complete to the best of my knowledge. I understand that any false information or misrepresentation may result in rejection of my application or termination of employment if selected.

Name:

Date:

Signature:

Place:

[For Admin Use Only]

Application ID:

Date Received:

Verified By:

Signature:

Remarks:

Status:

☐ Shortlisted ☐ Rejected ☐ Hold