

बिड़ला औद्योगिक एवं प्रौद्योगिक संग्रहालय
BIRLA INDUSTRIAL & TECHNOLOGICAL MUSEUM
19ए गुरुसदय रोड, कोलकाता
19A, Gurusaday Road, Kolkata - 700 019

APPLICATION FORM FOR ENGAGEMENT AS ASSISTANT PUBLIC RELATIONS EXECUTIVE
AT BITM, KOLKATA, NBSC, SILIGURI, SSC, PATNA, DSC, DIGHA, BSC, BARDHAMAN, DSC, PURULIA

(Please mention below)

Preference for place of posting:

1st Preference:

2nd Preference:

Paste recent colour photograph

1.	Name (in block letter)	
2.	Father's Name	
3.	Date of Birth	
4.	Address:	
5.	Mobile No.	
6.	E-mail ID	
7.	Category (General/SC/ST/OBC etc.)	
8.	Marital Status	

9. Educational Qualifications:

Sl. No.	Examination Passed	Name of Board/University	% of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

10. Any Other Qualifications (If any):

Sl. No.	Name of the Course	Name of Institute-Board/University	% of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

11. Work Experience: (Mention chronologically in descending order)

Sl. No.	Name of the Organisation	Period (From - To)	Designation	Salary details	Responsibilities handled

12. Knowledge of Software: (Please tick in the appropriate column)

Sl. No.	Name of the Software	Beginner	Mid-Level	Proficient or Advanced Level
	Graphic Designing Software			
1.	Adobe Photoshop			
2.	CorelDRAW			
3.	Adobe InDesign			
4.	Adobe Illustrator			
5.	Lightroom			
6.	Canva			
7.	Any Other, please mention name			
	Video Editing Software			
8.	Premier Pro			
9.	After Effects			
10.	Vegas Pro			
11.	Any Other, please mention name			

13. Knowledge of Social Media & Analytics Handling (Please tick in the appropriate column)

Sl. No.	Social Media	Beginner	Mid-Level	Proficient or Advanced Level
1.	Facebook			
2.	Twitter (X)			
3.	Instagram			
4.	YouTube			
5.	Any Other, please mention			

14. Knowledge of Camera Handling (Please tick in the appropriate column)

Sl. No.	Social Media	Beginner	Mid-Level	Proficient or Advanced Level
1.	Still Camera			
2.	Video Camera			

15. Knowledge and Experience of Digital Marketing:

	Knowledge Level (Please tick in the appropriate column)			Work Experience (Write about your knowledge and Experience)	
Sl. No.	Beginner	Mid-Level	Proficient or Advanced Level	Worked for (Name of the organization or person)	Remarks (Mention details about the work profile)

16. Language known (Please tick in the appropriate column)

Sl. No.	Language	Read only	Write only	Both Read and Write
1.	English			
2.	Hindi			
3.	Any Other Language -			

17. Required Joining Time (Please tick in the appropriate column)

Sl. No.	Immediate	10-15 Days	> 1 Month	Remarks (If the joining time is >1 month, then please specify the reason and mention the expected time to join)

I certify that the information as furnished above is true. I have read the terms and conditions of the assignment and these are acceptable to me. I also certify that no police case / disciplinary / vigilance proceeding is pending against me. I request you to kindly consider my candidature for the post.

Date:

Candidate's Signature

Place:

N.B: Candidates are required to submit the duly filled in Application Form along with a copy of all related documents (Certificates and Testimonials).