

Application Format
Advt No. 02/FTC/Exe/2025 dated 20.12.2025

To,
Chief Manager (HRM)
The Braithwaite Burn And Jessop Construction Co. Ltd.
27, R.N. Mukherjee Road, Kolkata - 700001

Sub: Application for the post of:
(Please tick the option box)

Assistant Engineer (Civil)

☐

Assistant Engineer (Mechanical)

☐

Assistant Engineer (Electrical)

☐

Assistant Officer (HRM)

☐

1) Name: _____

2) Father's Name: _____

3) Date of Birth (As in Matriculation/10th Marksheet)
(DD/MM/YYYY): _____

4) Age as on 01.01.2026.: _____ Years _____ Months _____ days

5) Gender (Please tick): Male Female Transgender

6) Caste / Category: UR / SC / ST / OBC (NCL) (Please Tick the appropriate option)

7) AADHAR No.: _____ (Self Certified copy of AADHAR attached)

8) Permanent Address: _____

_____ PIN : _____

9) Address for Communication: _____

_____ PIN: _____

10) E-mail:

11) Phone No./Mobile No.:

Please paste your recent
color
Passport Size Photograph
(Without cap/hat)
Do not sign across

12) Educational Qualifications (Please state your Matriculation details at Sl. No. 1 & your Qualifying Degree details at Sl. No. 2 in the table below) & other qualifications from Sl. No. 3 onwards:

Sl. No.	Description	Year of passing	School / Institute	Board / University	Percentage / CGPA/ OGPA / Letter Grade scored (CGPA / OGPA / Letter Grade to be converted to equivalent percentage)
Matriculation (10 th)					
1					
Qualifying Degree					
2					
Others					
3					
4					
5					
6					
7					

13) Work Experience (Starting with present employment):
(Candidate may attach extra sheets if required)

Sl. No.	Name & Address of organization / employer	Designation/Grade/post	Period of service		Nature of duties	Pay/Salary drawn
			From	To		
1						
2						

3						
4						
5						
6						
7						
8						

14) Language proficiency (Please tick the appropriate boxes):

Language	Read	Write	Speak

(Turn over Next Page for Checklist of Documents)

Declaration

1. The information furnished by me above is true to the best of my knowledge & belief.
2. If during any stage of this recruitment and thereafter, any information and/or supporting documents that are annexed with this Form herein are found to be false/misrepresented/forged, my candidature for the post shall be declared null and void with immediate effect. Further I may be barred from future recruitments of the company.

Date:

Signature:

Place:

Name:

Checklist of Self-Certified Certificates/ Marksheets that are to be enclosed
(Please enclose & Tick):

Sl. No.	Document	Tick
1	Filled in self-certified Application Format	
2	Self-Certified Copy of AADHAR	
3	Self – Certified copy of Matriculation Certificate	
4	Self – Certified copy of valid Caste / Category Certificate i.e. SC/ST/OBC (If applicable)	
5	Self – Certified copy of Minimum Qualifying Educational Degree	
6	Self – certified copies of Work Experience / Service Certificates (If Applicable). Appointment Letter / Joining Letter / Relieving Letter may be appended as proof of work experience in case the candidate does not possess work experience / service certificate	
7	Self – certified copy of Latest Pay Slip (If applicable)	