



3A/1 Hastings Chambers, 7C Kiran Shankar Roy Road, Kolkata 700 001, India  
Tel: 91-33-2242 6439/6440/6441, Fax: 91-33-2242 6466, Email: info@saharay.com, Internet: www.saharay.com  
Associates at: New Delhi, Mumbai, Chennai, Bangalore, Hyderabad & Shillong

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recent  
photograph

### RECRUITMENT FORM

**Note:**

1. Please continue on a separate sheet where necessary.
2. Please fill the form in **BOLD CAPITAL LETTERS**.
3. Please attach copies of all documents in support of the various sections of this form.

**PERSONAL DETAILS**

Name: \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Father/Husband's Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Residence Phone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Temporary Address (if any): \_\_\_\_\_

Email Address: \_\_\_\_\_

Married  Unmarried

If Married: Anniversary (dd/mm/yyyy): \_\_\_\_\_

Number of Dependants (if any): \_\_\_\_\_

Have you had any major illnesses, surgery or accidents in the past 5 years?  Yes  No

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted?  Yes  No

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Are you currently facing any criminal trial?

 Yes No

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Have you applied for a position at our firm earlier?

 Yes No

If interviewed, please indicate date (dd/mm/yyyy): \_\_\_\_\_

**EDUCATIONAL QUALIFICATIONS** (Please fill in details of all education you have received since the age of 16, beginning with the last degree received. Please give details of all Diplomas etc. which you have received.)

QUALIFICATION	YEAR OF PASSING	UNIVERSITY/ COLLEGE/SCHOOL	SPECIALISATION	GRADE OBTAINED

**WORK EXPERIENCE** (Please include all internships/project work you may have undertaken)

EMPLOYER (Please specify if self employed)	PERIOD	WORK DETAILS / RESPONSIBILITIES	ANNUAL SALARY/ RETAINER	REASONS FOR LEAVING

**PROFICIENCY IN COMPUTERS**

\_\_\_\_\_

**LANGUAGES KNOWN**

(Please indicate proficiency on a scale of 1 to 5, with 1 indicating basic ability and 5 indicating advanced ability)

	READ	WRITE	SPEAK
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HINDI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENGALI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**EXTRA CURRICULAR ACTIVITIES** (Hobbies, leisure interests, sports or any other social activities):

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**Reasons for wanting to join Saha & Ray:**

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**References (if any):**

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**PRACTICE AREAS/AREAS OF INTEREST**

Real Estate	<input type="checkbox"/>	Banking and Finance	<input type="checkbox"/>	Corporate and Securities Laws	<input type="checkbox"/>
Taxation	<input type="checkbox"/>	Intellectual Property	<input type="checkbox"/>	Project Finance and Infrastructure	<input type="checkbox"/>
Litigation	<input type="checkbox"/>	Others (Please specify)	<input type="checkbox"/>		<input type="checkbox"/>

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[You may select one or more areas. If more than one, then please fill in the boxes by giving priority number, e.g.

Real Estate  1, Litigation  2 etc.]

**CAREER OBJECTIVES**

1. List your academic achievements in the past 5 years.

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2. List your non-academic achievements in the past 5 years.

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3. What is your career objective?

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4. List what you believe are your strengths and weaknesses.

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**DECLARATION**

All information provided by me in this Recruitment Form is correct and complete and I have not deliberately omitted any relevant information that would have a bearing on my employment with Saha & Ray. I shall inform Saha & Ray immediately of any changes in the information submitted by me.

**Date:**

**Place:**

**Signature:**