



Centre for Lifelong Learning, Tata Institute of Social Sciences
In partnership with The Communique

V.N. Purav Marg, Deonar, Mumbai, Maharashtra 400088



Certificate Program in Development Communication
APPLICATION FORM

(For Office use)

Registration No.:

Remarks on checking the Certificates:

Remarks on checking Work Experience:

Checked by:

Staple your recent
Passport Size
Photograph. Write
your full name on the
back of the
photograph for
verification

4 Day Writing Skills Workshop with (select the electives you would like to enroll for)

- Half Day Elective (Morning): The Art of Business Storytelling
 Half Day Elective (Afternoon): Presentation Skills and Public Speaking

INSTRUCTIONS

- a) Incomplete Application Forms will not be considered
b) All entries should be Typewritten/Written in Capitals
c) Please mail or hand over the completed form with enclosures to:

1. Full Name: Mr/Mrs/Miss

(First Name)

(Middle Name)

(Last Name)

2. Father/Mother/Spouse Name:

3. (a) Date of Birth (DD/MM/YYYY):

(b) Present Age:

Years

4. (a) Residential Address:

(b) Telephone:

(c) Mobile:

(d) E-mail:

5. Office Address:

6. Address for Communication:

7. Marital Status: Single/Married/Widowed/Divorced/Separated

8. Mother Tongue:

9. Languages Known:

Language	Speak	Read	Write

10. State of Domicile:

11. (a) Are you employed at present? (Yes/No)

(b) Position: Supervisor/Executive/Other

(c) Describe your current duties:

12. Why do you wish to join this Program?

13. Academic Background (Please attach true copies of mark sheets and certificates).

Exam Passed	School/College	Board/University	Year of Passing	Subject of Study	Class/Grade/ Percentage
SSC					
HSC					
Under Graduate					
Post Graduate					
Any Other					

14. Work Experience (Please attach letters of employment)

Name of Employer	Place of Employment	Nature of Work	Period		Reasons for Leaving
			To	From	

15. List below all the documents that you have attached.

- a. Copy of **Birth** Certificate/Extract
- b. Copy of **SC/ST** Certificate, if applicant belongs to such category
- c. Copy of **SSC** Certificate and Mark Sheet
- d.
- e.

DECLARATION BY THE APPLICANT

I hereby declare that the information given in this application is complete and accurate.

If admitted, I agree to abide by the rules and regulations of the Institute.

Place

Date

Signature of Applicant

CERTIFICATE OF SPONSORSHIP FROM EMPLOYING ORGANISATION

This is to certify that Mr/Mrs/Miss _____

(Candidate's Designation)

(Department)

(Organization)

currently employed in our organization, has been working with us from: _____

(Date)

We are happy to sponsor him/her for the Certificate Program in Development Communication for the following reasons:

i. _____

ii. _____

iii. _____

If selected, his/her fees will be paid by the organization to the Institute directly or through the candidate.

Name of the head of the department/organisation: _____

Designation: _____

Address: _____

(No./Name of Building)

(Street)

Phone: _____

(Area)

(Town)

(State)

(Pin Code)

(Signature)

(Date)

(Seal of Organization)

CERTIFICATE OF EMPLOYMENT
(In case of non-sponsored candidates)

This is to certify that Mr/Mrs/Miss

(Designation)

(Department)

(Organization)

currently employed in our organization, has been working with us from:

(Date)

Name of the head of the department/organisation:

Designation:

Address:

(No./ Name of Building)

(Street)

Phone:

(Area)

(Town)

(State)

(Pin Code)

(Signature)

(Date)

(Seal of Organization)