

CCBA Application form

(Please complete the form and. E-mail or send using our web sites careers page form to <http://www.careers@ccba.in/public/index.php/career> with your most recent photograph)

Position Applied for

PERSONAL INFORMATION

Your Full Name

Your Gender

Male

Female

Nationality

Your Date of Birth

Postal Address

Contact details: landline / mobile

E-mail

Your current Place of Residence

Marital Status

Married

Unmarried

Engaged

Any Children, if yes give details

Your Father's name and occupation

Your Mother's name and occupation

Do you have any disability that will need assistance and not affect your work?

Do you have a valid Passport? If YES, expiry date

PERSONAL CHARACTERISTICS (Rate yourself)

	Excellent	Good	Average	Below Average
Hard work				
Creativity				
Meticulousness				
Neatness				
Punctuality				
Persistence				
Emotional Maturity				

ACADEMIC RECORDS AND PERFORMANCE

Your Xth Class % or Grade/GPA/
Rank, year of passing and the name
of the institute

Your XIIth Class % or Grade/GPA/
Rank , year of passing and the name
of the institute

When did you join B.Arch?

When did you complete (or will complete, for those seeking Internship) B.Arch?

Name and Address of the College
and University

Your rank in University or College

What is/was your Final Year Thesis
Topic, % and rank

Any other qualifications?

Why do you want to work at CCBA?

If appointed, how long you would
want to work/train with CCBA?

Technical Skills: (Please be honest and grade yourself)

	Excellent	Good	Average	Below Average
Drafting				
Graphics				
Model Making				
Presentation				
Estimating				
BOQs				
Specifications				
Site Works				
Calculations				
Negotiating				
Typing on PC				
Analytical Writing				
AutoCAD				
Sketch up				
Photo Shop				
Movie Maker				
3D Max				
Revit				
Animation/MAYA				
Power Point				
Excel				
Hand sketching				

Any other Skills/training you have had
that can be useful in your daily work
and performance?

Any site works experience?

Research Skills

You might have done research/data collection/fact finding activities for your final year thesis/projects.
Are you good/up to date with your research skills?

Research Skills	yes	no
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Writing Skills

How well can you compose a letter
for a consultant or client? Explain

How well can you write project
report? Explain

How well can you take down/ write
the minutes of the meetings? Explain

How well can you write an article on
your project for a newspaper/journal?

Employment/Experience/Training History: (start with most recent) Please specify- Start Date, End Date,
Name of the Firm, address and contact details and Last Remuneration (Rs). Separate Records with
Enter

Employment/Experience/Training
History

Reasons for leaving last paid job (not
for interns)?

If selected/appointed, how soon can
you join?

For Interns

Start Date

End Date

For Interns: What are your plans after
graduation?

Provide names and contact details of Two Referees. One of them should be your present employee or
College head if you are applying for internship.

Referee 1

Referee 2

GENERAL

Enlist three Hobbies you have

Enlist three modern architecture
buildings you like the most with the
name of the architect and location

Enlist 3 cities or places that you have visited in India or abroad

Name one building designed by Prof. Christopher Benninger that you have visited in the past or read about it recently

Name the book (fiction/non-fiction) and its author, you are reading or you have recently read

Have you visited our website www.ccba.in and if you have, which section did you find most interesting? Explain

Is there anything else you would like us to know about you?

DECLARATION

I the undersigned declare that all information provided above is true to the best of my knowledge.

Name

Date

FOR OFFICE USE

Comments from Director Operations

Appointment letter/joining (Probation letter) issued date

Received date

Undertaking received date

ID Card processed date

Entry Pad Activated date

Roll number

Leave card issued date

Any other