

Kaliyanur Village, Kaliyanur, Kanchipuram –631 561,

Contact :+91-44-67201000, Landline:+91-44-7094491228 e- mail id: info@hihacademy.edu.in

**Certificate Programme in Microfinance Management ( CPMM )**

Each column should be filled. The application will not be considered unless all columns have been filled. Please go through the General Conditions on the last page before filling this application form.

**APPLICATION FORM**

|  |  |
| --- | --- |
| 1. Name of the candidate (in block letters)
 |  |
| 1. Date of birth
 |  | 1. Gender
 |  |
| 1. Nationality
 |  | 1. Marital status
 |  |
| 1. If married name of the spouse
 |  | Spouse’s Occupation &Spouse’s Mobile No. |  |
| 1. Father’s name
 |  |
| Father’s Occupation |  | Father’s Mobile number |  |
| 1. Mother’s Name
 |  |
| Mother’s Occupation |  | Mother’s Mobile Number |  |
| 1. Family annual income in Rs.
 |  |
| 1. Whether belongs to
 | SC |  | ST |  | MBC |  | OBC |  | General |  |
| 1. Communication address

Email id.Mobile No. | Permanent address |
| 1. Academic & Professional Qualifications (begin with latest Graduation)
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| Qualification | Name of the institution | Subject specialization | Year of passing | % of marks |
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| 1. Work experience. (Latest first)
 |
| Name of the organization | Designation | Salary | Period of Service***From (mm/yy) To (mm/yy)*** | Nature of work |
|  |  |  |  |  |  |
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| 1. Is any of your relatives working with Belstar? **Yes/ No**

If **yes**, please mention name, designation and place of work |
| 1. During the previous 5 years have you suffered from any major illness / accident/ any major surgery undergone? **Yes/ No**

If **yes,** please specify the details: |
| 1. Do you have loan outstanding with any Bank/with MFI? **Yes/No**

If **yes**, please mention the amount and with name of the Bank/MFI |
| 1. Who referred you to this course?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Belstar staff**  | **Academy staff**  | **Advertisement** | **website**  |  **others** |
|  |  |  |  |  |

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| 1. Please give Two References:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |
| Designation/Occupation: |  | Designation/Occupation |  |
| Address: |  | Address: |  |  |  |
| Contact no. |  | Contact no. |  |  |  |

 |
| 1. Please provide if any other additional information
 |

**Declaration**

1. I certify that all information provided in this application is true, complete and correct to the best of my knowledge and belief. I understand that any false information or omission of information may disqualify me from being eligible for this course, if discovered at a later date.
2. I understand that this application does not guarantee admission.
3. I have read and understood the above declaration before signing this.

…………………………….

**Signature of the candidate**

………………………………..

**Signature of the Parent/Spouse**

Place:

Date;

**General terms and conditions**

1. Graduates in any discipline from recognized institutions or University are only eligible with the maximum age limit of 27 to apply.
2. The total Course Fee Rs. 30,000 payable in two instalments ( Rs. 15000 + 15000 )
3. The filled in application can be sent by e-mail to info@hihacademy.edu.in
4. Application fee: Rs.200 shall be payable at the time of interview.
5. Mere submission of application will not entitle any right for admission
6. **Selection Process**: The final selection will be based on written examination, group discussion, psychometric test and personal interviews tobe conducted at the office of Hand in Hand Academy for Social Entrepreneurship\*. It reserves the right to accept and reject the applications and also change the eligibility criteria.

***\**** *For Online Theory class-Considering Covid19 context and restrictions in mobility, online interview will be held for the selection of students along with psychometric test and Knowledge test through online****.***

1. At the time of interview, the candidate shall bring the following documents (Original + Copies)
* Educational Qualification Certificates from 10th and above
* Adjara card
* PAN card
* Bank pass book
* Ration card
* Community certificates
1. The course is nonresidential; the students are encouraged to find their own accommodation for regular class. However for outstation students the academy may facilitate accommodation on monthly rental basis in Kanchipuram.
2. In case of online class the students should have sufficient data pack with their mobile handset or they can use laptop to attend the class completely with full presence from their homeplace... Upon successful completion of the course, the students will be facilitated for placements in reputed MFIs. However, the students should be ready to work anywhere in Tamil Nadu.