

**APPLICATION FORM FOR THE POST OF EXECUTIVE (OFFICIAL LANGUAGE) ON FULL TIME CONTRACT BASIS**

**PERSONAL DETAILS**

NAME (in full and BLOCK LETTERS)		Please paste a recent colour passport size photograph	
Father's Name			
Mother's Name			
Gender		Date of Birth	
Languages Known (Read, Write, Speak)		Age as on <b>15/06/2026</b>	
AADHAR No.		PAN No.	
Category (General/SC/ST/OBC)		Nationality	
Last/Present Organization (Govt.(Central/State)/PSU (Central / State) / Others			
Mode of Recruitment (Direct / Outsourced) & Status (Regular /Contractual)			

**Address for Communication**

House No. / Flat No.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

<b>Education Qualifications ( From Graduate Level onwards)</b>						
<b>Course</b>	<b>Name of Course and Passing Year</b>	<b>Subject</b>	<b>Name of the University/ Institute</b>	<b>Marks obtained</b>	<b>Max marks</b>	<b>% of Marks and Division</b>
Graduation						
Post- Graduation						
Diploma						
Any Other Qualifications						

<b>Details of Experience Possessed (Attach Self attested documentary Proof)</b>							
<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Central / State Government PSUs, Government Autonomous Bodies/Central/State Government Department/Others</b>	<b>Worked as (Designation /Grade Pay Level)</b>	<b>Nature of work attended</b>	<b>Period</b>		<b>Total Period</b>
					<b>From</b>	<b>To</b>	
<b>Total duration of experience (YY-MM-DD)</b>							

**Details of Computer/IT Skills:**

**Note:**

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A' should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of the interview (if physical mode).

**Declaration**

I,-----, do hereby declare that the above Information as furnished by me is true to the best of my knowledge and belief. If any of the information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

Place:

Signature of the applicant

Date: