



இந்தியன் வங்கி சுயவேலை வாய்ப்பு பயிற்சி நிறுவனம்
इंडियन बैंक स्वरोजगार प्रशिक्षण संस्थान
INDIAN BANK SELF EMPLOYMENT TRAINING INSTITUTE
(under the aegis of Ministry of Rural Development, Govt of India)
258, Lenin Street , Kuyavarpalayam, Puducherry 605 013
Phone no.0413 2246500 – email indsetipuducherry@gmail.com

APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANT ON CONTRACT BASIS

Name of the post applied for
(Please tick appropriate Column)

Office Assistant

Please affix
your recent
Photograph

- 1 Name of the Applicant : Mr./Ms./Mrs.
- 2 Name of the Father/Guardian :
- 3 Contact Details:

| Particulars | Permanent Address | Communication Address |
|--|-------------------|-----------------------|
| (i) Door No. | | |
| (ii) Street | | |
| (iii) Village/Locality/Flat | | |
| (iv) Post office | | |
| (v) Taluk | | |
| (vi) District with Pin code | | |
| (vii) Contact Mobile Number and land line | | |
| (viii) Mail ID | | |

4. Date of Birth(DD/MM/YYYY) :
5. Age :
6. Sex : Male / Female
(Please tick appropriate column)
7. Community : OBC / SC / ST / GENERAL
(Please tick : appropriate column)
- Nationality :




DIRECTOR,
INDIAN BANK SELF EMPLOYMENT
TRAINING INSTITUTE,
PUDUCHERRY - 605 013.

| | | | | |
|---|------------------------------------|--------------------|------------------------|----------------------------|
| 8 | Educational Qualification : | | | |
| | Qualification | Institution | Year of passing | Percentage of marks |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 9 | Computer Proficiency: | | | |
| | Qualification | Institution | From | To |
| | MS Office | | | |
| | Tally | | | |
| | Other (Please specify) | | | |

10. Typing skills :

| Typing | Tamil | English | Others (Please Specify) |
|---------------|--------------|----------------|-----------------------------------|
| Lower Grade | | | |
| Upper Grade | | | |

(Please tick appropriate column)

11. Languages known :

| Language | Read | Write | Speak |
|----------------------------|-------------|--------------|--------------|
| Tamil | | | |
| English | | | |
| Others (Please Specify) | | | |

(Please tick appropriate column)

12. Previous experience :

| Institution | Designation | Nature of Job | From | To |
|--------------------|--------------------|----------------------|-------------|-----------|
| | | | | |
| | | | | |
| | | | | |

(Enclose experience certificate if any.)



Jayaprakash
DIRECTOR,
 INDIAN BANK SELF EMPLOYMENT
 TRAINING INSTITUTE,
 PUDUCHERRY - 605 013.

13. **Any other relevant information :**

14. **Pending of any other criminal cases / proceeding :** Yes / No
(Please tick appropriate column)

15. **The attested copies of following certificates to be attached**
(Tick appropriate option as per the qualification requirement for the respective post.)

| Particulars | Office Assistant |
|------------------------|------------------|
| SSLC | |
| HSC | |
| UG- Degree | |
| PG - Degree | |
| Computer Proficiency | |
| Typing Skills | |
| Experience Certificate | |
| Community Certificate | |

Declaration

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief. If you found the above information as incorrect in future, my candidature / contract may be terminated with immediate effect and the losses occurred can be accounted on me.

Place :

Date :

Signature of The Applicant


DIRECTOR,
INDIAN BANK SELF EMPLOYMENT
TRAINING INSTITUTE,
PUDUCHERRY - 605 013.

