

APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANT

Name of the Institute:

INDSETI LAKHIMPUR-KHERI U.P.

Name of post applied for:

Office Assistant

Please affix
your recent
Photograph

1. Applicant Name:

2. Father's/ Guardian Name:

3. CONTACT DETAILS :

Particulars	Permanent Address	Communication Address
Door No.		
Street		
Village/Locality/Flat		
Post Office		
Taluka		
District with PIN Code		
Contact Mobile Number		
Mail ID		

4. Date Of Birth :

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5. Sex :

Male	Female	Others

6. Marital Status :

Married	Unmarried

7. Community :

GEN	OBC	SC	ST

8. Nationality :

Educational Qualification				
	Qualification	Institution	Year Of Passing	Percentage of Marks
9				
Computer Proficiency				
	Qualification	Institution	From	To
10	MS Office			
	Tally			
	Others (Please Specify)			

Typing Skills				
	Typing	Hindi	English	Others(Please Specify)
11	Low Grade			
	Upper Grade			
Language Known				
	Language	Read	Write	Speak
12	Hindi			
	English			
	Others(Please Specify)			

(Please Tick Appropriate Column)

Previous Experience					
	Institution	Designation	Nature of Job	From	To
13					

(Enclose experience Certificate, if any.)

14. Any Other relevant Information:

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15. Pending of any other criminal cases/proceeding:

Yes/No

(Please tick appropriate column)

16. 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	
COMUNNITY CERTIFICATE	

Declaration:

I hereby declare that the above information furnished by me are true to the best of my knowledge and belief. If you found any 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