 **APPLICATION FORM FOR THE POST OF**

**Paste latest passport size photograph**

**EXECUTIVE ASSISTANT (ON CONTRACT)**

**ADVT. NO. NSIC/HR/EA/16/004**

**NOTE:**

1) All the information in the Application Form (except signature) has to be typed by the applicant as hand-written applications will be summarily rejected.

2) Please copy the tick mark symbol ****and paste it wherever required.

3) The symbol of **** can be made by hand but any other information written by hand will make the application liable for rejection.

4) Fields Marked **\* are Mandatory**. In Case Mandatory fields are not filled, the Application Form will be rejected.

5) The candidature will be summarily rejected in case of any addition/deletion/tampering in the format of the Application Form.

**A) PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name Of Applicant\***  **(in BLOCK letters)** |  | | | |
|  | **Father’s/Mother’s Name\*** |  | | | |
|  | **Date Of Birth\***  (dd/mm/yyyy) |  | | | |
|  | **Aadhaar No.** |  | | | |
|  | **Category\*** | General | | SC | |
| ST | | OBC | |
|  | **Whether belongs to Person with Disability Category \*** | Yes | | No | |
|  | **Gender\*** | Male | Female | | Transgender |
|  | **Marital Status** | Married | | Single | |
|  | **Whether belongs to Minority Community\*** | Yes | | No | |
|  | **E-mail\*** |  | | | |
|  | **Mobile\*** |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Complete Current Residential Address** | House No. |  |
| Street Name |  |
| City |  |
| District\* |  |
| State\* |  |
| Pin code\* |  |
|  | **Permanent Residential Address Complete** | House No. |  |
| Street Name |  |
| City |  |
| District\* |  |
| State\* |  |
| Pin Code\* |  |

**B) EDUCATIONAL QUALIFICATION\*** *(Xth Class onwards)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name of Examination / Degree passed**  *(No abbreviation to be used)* | **Full Name of Board/University/Institute** *(No abbreviation to be used)* | **Duration**  *(Only in years)* | **Date of passing** | **Full-Time /**  **Distance / Part-time** | **%age** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

**C**) **Diploma / Certificate /** **Post-Graduation Diploma / Master’s Degree\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Full Name of Diploma / Certificate / PG Diploma / Master’s Degree** *(No abbreviation to be used)* | **Specialization** | **Full Name of University / Institute** *(No abbreviation to be used)* | **Duration**  **(Only in years)** | **Date of passing** | **Full-Time /**  **Distance / Part-time** | **%age** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

**D) EXPERIENCE, if any**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | **Full Name of Employer**  *(No Abbreviation to be used)* | **Designation**  *(No Abbreviation to be used)* | **Duration**  **DD/MM/YYYY** | | **Job profile**  *(Maximum 30 words)* | **Gross Salary** *(Per month)* |
| **From** | **To** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**E) WHETHER PRESENTLY WORKING AS PERMANENT / CONTRACT EMPLOYEE IN GOVT. / SEMI GOVT. / PSUS / BANKS / LOCAL BODIES ETC.\*?**

|  |  |  |
| --- | --- | --- |
| **Yes** | Permanent | **If Yes, Please mention the particulars of your HR Head / Personnel Deptt.**  Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone No.- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contract |
| **No** | |

**F) PAYMENT DETAILS\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Demand Draft** | | **Name of the Issuing Bank** | **Address of the Issuing Branch** | **Amount (in Rs.)** |
| **Number** | **Date** |
|  |  |  |  |  |

**G) SELF- DECLARATION OF APPLICANT\***

|  |  |
| --- | --- |
| **YES** | (a) I declare that I have carefully read all the Guidelines mentioned along with the detailed advertisement hosted on NSIC website. |
| (b) I have verified the above details, and the details are in order to the best of my knowledge & belief. |
| (c) I will not confer any right to claim absorption in regular establishment of the Corporation. |
| (d) I understand that merely filling this Application Form will not be treated a complete application. Therefore, I further declare that I will send this Application Form along-with Demand Draft to DGM (HR), NSIC Ltd. so that the same is received on or before **15.11.2016** upto 6.00 p.m. |

Place of Submission**\***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Submission**\***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of the Applicant\***