

9. Academic Qualifications (Start with most recent educational qualification)

| Name of Degree / Diploma / Certificate | School / College / Board / University | Year of Passing | Marks/Grade & Class obtained |
|--|---------------------------------------|-----------------|------------------------------|
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10. Technical Skills: (Please tick relevant cells)

Skill

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|---------------------------------|---|
| Computer Operations | : |
| Database Applications | : |
| 10-Finger Typing – English | : |
| 10-Finger Typing – Hindi | : |
| Shorthand-English (if required) | : |
| Any Other Skill | : |

11. Computer qualifications (Please specify the details):

14. Major Achievements during the Career:

15. Write statement in support of application. Please state why you are suitable for the post applied.
(Not more than 300 words)

16. Details of Training Programmes attended:

17. Membership in Professional and Technical Bodies:

18. Any other information that you would like to share:

19. References:

(Please give names of three referees with address, email id and contact numbers whom the Institute can write/call for referencing.)

DECLARATION

I hereby declare that the particulars furnished above by me are true and complete to the best of my knowledge and belief. I understand that if any particulars found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason.

Place:

Date:

SIGNATURE OF THE APPLICANT

Note:

If your system does not have adobe acrobat pro then, you should convert your image (photograph & signature) to PDF format. To convert the image into PDF format, please follow the below instructions:

- 1.Open your Photograph.
- 2.Go to 'File'->Click on 'Print' then select printer "Adobe PDF" or "Microsoft print to PDF".
- 3.Click "Print" button.
- 4.Select Location for saving the PDF file.
- 5.The converted PDF file will be saved in the selected location.