

## PROFORMA FOR APPLICATION

**Application for the post of Technical/Data Processing Assistant at NIELIT, Chandigarh Centre**

### PART-I

**Affix one  
Recent  
Passport Size  
Photograph**

1. Name in Full : \_\_\_\_\_
  2. Father's name : \_\_\_\_\_
  3. Sex - Male/Female : \_\_\_\_\_
  4. Nationality : \_\_\_\_\_
  5. Date of Birth (Proof of age shall be enclosed) : \_\_\_\_\_
  6. Age as on 20th Dec., 2011 : .....Y.....M.....D
  7. Marital Status : \_\_\_\_\_
  8. Whether belongs to SC/ST/OBC/PH/GEN : \_\_\_\_\_  
(Proof shall be enclosed in case of SC/ST/OBC/PH)
  9. Whether presently working in Govt. / Semi-Govt /  
Public Sector Undertaking/ Autonomous/Corporate Bodies : \_\_\_\_\_  
(If yes, the application shall be sent through proper channel)
  10. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  11. Address for correspondence with : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone Nos. **Office** : \_\_\_\_\_ **Residence** : \_\_\_\_\_
- E-Mail ID** : \_\_\_\_\_

12. Academic & Professional Qualifications :

Name of the Instt./Board/University	Year of Passing	Exam/Degree	Percentage of marks in aggregate & Division

13. Employment History in chronological order :

SNo.	Name of Employer	Designation	Period	Salary Drawn	Nature of Duties Performed

14. Details of present employment
- i) Designation : \_\_\_\_\_
  - ii) Date from which held : \_\_\_\_\_
  - iii) Scale of the pay : \_\_\_\_\_
  - iv) Whether present post is held on regular/tenure/ Deputation or adhoc basis and since when : \_\_\_\_\_
  - v) If on deputation, details of post held on regular basis/ scale of pay and since when : \_\_\_\_\_
  - vi) Name of the organization with full address indicating name and designation of the contact person and Telephone / Fax numbers : \_\_\_\_\_  
\_\_\_\_\_
  - vii) Category of the Organization
    - a) Government / State Government : \_\_\_\_\_
    - b) PSU / Autonomous Bodies : \_\_\_\_\_
    - c) Private : \_\_\_\_\_
15. Details of Demand Draft in favor of Director, National Institute of Electronics and Information Technology (NIELIT), Chandigarh Centre payable at Chandigarh : DD No. : \_\_\_\_\_ Date : \_\_\_\_\_  
Amount : \_\_\_\_\_ Bank: \_\_\_\_\_
16. Any other information : \_\_\_\_\_

### Declaration

I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Place : \_\_\_\_\_ Signature \_\_\_\_\_

Date : \_\_\_\_\_ Name of the applicant \_\_\_\_\_

### PART-II

(To be filled in by the Competent Authority in the case of candidates who are presently working in Government / PSUs/ Autonomous Organizations only)

**Certified that :-**

- i) The information given above by the officer is correct.
- ii) No vigilance/disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department/  
Organization : \_\_\_\_\_

Date : \_\_\_\_\_