**Indian EmbelamIndian Council of Social Science Research, (ICSSR)**

JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi - 110067 (INDIA)

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| Affix recent photograph here  With signature  (3.5cm X 4.5 cm) |

Tel. Phone No. 91-11-26741849/50/51 (EPABX)

**Application form for the Post of Documentation Assistant**

**on Contract Basis**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Candidate Name (in block letters)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | **Father’s/ Husband’s Name**  **(Please (**Image result for tick sign**) tick whichever is applicable)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | **Mother’s Name** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | 1. **Date of Birth** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | DD |  |  | MM |  |  | YYYY |  |  |  |  | | |
|  | 1. **Age on closing date** | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | YY |  |  | MM |  |  | DD |  |  | | |
|  | 1. **Gender** 2. **Marital Status** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Male |  | Female |  | Other |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Married |  | Unmarried |  | Other |  | | |
|  | **Nationality** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | UR |  | OBC |  | SC |  | ST |  | PH |  | | |
|  | **Category**  **(**Enclose self-attested copy of certificate in support**)** |
|  | **Present Post held/Name of the office** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Date of Appointment in the Present Post** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Present Pay** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Communication Details**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | House No.- |  | | Village/Sector- |  | | | City- |  | | District- |  | | | State- |  | | Pin Code- | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | | | Mobile No.- |  | | | | | | Email Address- |  | Aadhar Number | | |  | | | |

1. **Permanent Address**

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|  |

If both address are same please tick Image result for tick sign in the box

|  |  |  |  |
| --- | --- | --- | --- |
| House No. |  | Village/Sector- |  |
| City- |  | District- |  |
| State: |  | Pin Code: | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |

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|  | **Educational Qualifications (enclose self-attested copies of Marks-Sheet and Certificates etc.)** | | | | | | | | | | | | | |
|  | S. No. | Examination(s) Passed | | Board/ University | | | | | Year of  Passing | | Div. & %age of Marks | | Subject | |
|  |  |  | |  | | | | |  | |  | |  | |
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|  | **Work Experience** | | | | | | | | | | | | | |
| S. No. | Name of organization with address | Post held & Pay Scale | | From | To | Experience | | | | | Nature of Duties (attach experience certificate) | | Whether regular/ ad-hoc/ full time/ part time |
| No. of Years | | Months | Total | |
|  |  |  |  | |  |  |  | |  |  | |  | |  |
|  |  |  | |  |  |  | |  |  | |  | |  |
|  |  |  |  | |  |  |  | |  |  | |  | |  |
|  | **Details of Professional/ Technical Educational Qualification** | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | **Languages Known** | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | **Declaration :** | | | | | | | | | | | | | |
|  | 1. **I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be cancelled /terminated.** 2. **I have enclosed the required self-attested copies of the certificate.** | | | | | | | | | | | | | |

Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of Candidate)

Date \_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL TERMS & CONDITIONS**

1. Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of posts and may or may not fill any post(s).
2. The remunerations will be as per the rules of the ICSSR.
3. Appointment is purely on contract basis for a fixed tenure which may be extended depending upon the requirement of ICSSR and performance of the candidate.
4. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
5. Application must be neatly typewritten on A-4 size paper in the prescribed proforma. The proforma can also be downloaded through the website [**www.icssr.org**](http://www.icssr.org)**.**
6. One recent passport size photograph should be pasted on the top right hand corner of the application. Application without photograph will be treated as incomplete application.
7. Envelope containing application should be super-scribed with **“APPLICATION FOR THE POST OF “DOCUMENTATION ASSISTANT.”**
8. The candidates short-listed for interview/ test will be informed by post, e-mail. The ICSSR will not be responsible for any postal delay.
9. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of educational qualifications and experience etc.
10. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
11. The decision of the ICSSR in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
12. The application complete in all respect must be sent to **Administrative Officer,** **Indian Council of Social Science Research, Aruna Asaf Ali Marg, JNU Institutional Area, New Delhi – 110 067** latest by the last date given in the advertisement.

**ADMINISTRATIVE OFFICER (ICSSR)**