**Annexure - I**

|  |
| --- |
| Affix recent  passport size  photograph  duly signed by the applicant |

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

**(An Autonomous body under Ministry of**

**Education, Government of India)**

Aruna Asaf Ali Marg, JNU Institutional Area,

New Delhi – 110 067

**APPLICATION FORM**

1. **Post applied for** : **Documentation Officer**

(Whether Deputation/Short-term-Contract), please specify: ……………………………………………………………...........

1. **Name of the applicant** : ……………………………………………………………...........
2. **Father’s Name** : ……………………………………………………………...........

1. **Husband’s Name** : ……………………………………………………………...........

*(In case of married female candidate)*

1. **Date of Birth (DD/MM/YYYY)** : ……………………………………………………………...........

**Age as on last date of application**  : ……………………………………………………………...........

1. **Nationality**  : ……………………………………………………………...........
2. **Gender (Male/Female)** : ……………………………………………………………...........
3. **Category (SC/ST/OBC/Gen./PH)** : ……………………………………………………………...........
4. **Address for communication** : ……………………………………………………………...........

…………………………………………………………….............

…………………………….**Pin Code:** …………………………..

1. **E-Mail ID** : ……………………………………………………………...........
2. **Telephone/Mobile No.** : ……………………………………………………………...........
3. **Name of present organization** : ……………………………………………………………...........
4. **Present post held (Substantive/Temporary/Officiating, please specify)**

: ……………………………………………………………...........

1. **Date of appointment in**

**the present post** : ……………………………………………………………...........

1. **Present basic pay and level** : ……………………………………………………………...........

**(Specify whether Regular/MACP)** ……………………………………………………………...........

1. **Educational Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Exams Passed** | **Board / University** | **Year** | **Division** | **Percentage (%)** | **Subject** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*(Please attach attested photo copies of the testimonials)*

1. **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** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*(Please use extra sheets if required)*

1. **Languages Known** : ……………………………………………………………...........
2. **Have you ever been imposed**

**any penalty** : ……………………………………………………………...........

*(If yes please give details)* ……………………………………………………………...........

1. **If any departmental inquiry pending**

**or contemplated against you.** : ……………………………………………………………...........

*(If yes please give details)* ……………………………………………………………...........***.***

1. **Any other relevant information**

**which you would like to mention**

**in support of your suitability for**

**the post applied for** : ……………………………………………………………...........

1. **A brief academic CV, detailing list of best publications in the form of books/research papers/reports with bibliographical details and details of scholarship received, if any.**

*(Attach separate sheets, mentioning the details of the same)*

1. **DECLARATION:**
2. **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.**
3. **I have enclosed the required self-attested copies of the certificate.**

**(Signature of the applicant)**

**Place:**

**Date:**

**Certificate by the forwarding office in case of application on deputation terms.**

Forwarded and certified that the information furnished by Shri/Smt. /Ms. \_\_\_\_\_\_\_\_\_\_ \_\_\_\_

In his/her application, has been verified from records and is found to be correct and he/she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/ disciplinary case is either pending or contemplated against Shri/Smt./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_.

Certified copies of APAR of the last five years is attached in separate sealed dossier.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Office** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Official Seal**