**Annexure - I**

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

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

Aruna Asaf Ali Marg, JNU Institutional Area,

New Delhi – 110 067

www.icssr.org; E-mail: ashish@icssr.org

**Application Format**

1. **Post applied for** : **OFFICE ASSISTANT (Contractual)**
2. **Name of the applicant** : ……………………………………………………………...........
3. **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. **Educational Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Exams Passed** | **Board / University** | **Year** | **Division** | **Percentage (%)** | **Subject** |
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**(Please attach attested photo copies of the testimonials)**

1. **Details of Professional/**

**Technical Educational Qualification** : ……………………………………………………………...........

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. **Any other relevant information**

**Which you would like to mention**

**in support of your suitability for**

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

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:**

**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 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.
3. **Application must be neatly typewritten on A-4 size paper in the prescribed format**. The format can also be downloaded through the website **www.icssr.org**
4. 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 and will be rejected.
5. Envelope containing application should be super-scribed with **“APPLICATION FOR** **THE POST OF OFFICE ASSISTANT (Contractual)”**
6. The candidates short-listed for interview/ test will be informed by post and e-mail. The ICSSR will not be responsible for any postal delay.
7. 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 their educational qualifications and experience etc.
8. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
9. 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.
10. 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 02.08.2021**.**

**ADMINISTRATIVE OFFICER (ICSSR)**