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| Affix recentpassport sizephotographduly 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** : **DOCUMENTATION ASSISTANT (ON CONTRACT)**
2. **Name of the applicant** : ……………………………………………………………...........

*(In Block Letters)*

1. **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. **Contact No.**  : ……………………………………………………………...........
3. **Present/Last post held** : ……………………………………………………………...........
4. **Name of the Organization** : ……………………………………………………………...........
5. **Present/Last Pay drawn** : ……………………………………………………………...........
6. **Educational Qualification from 10th onwards:**

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

**ICT in libraries knowledge of library**

**management software/ILMS, Koha,**

**DSpace, Reference/Research Management**

**Tools etc.** : ……………………………………………………………...........

1. **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. 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. The selected candidates will be paid a consolidated salary as per the rules of ICSSR.
4. The position is purely contractual in nature.
5. Age limit: 35 years on the last date of receiving application (relaxations as per GOI norms will be applicable).
6. Apart from essential qualifications, the candidate must possess ICT skills and knowledge of library management software/ILMS, Koha, DSpace, Reference/Research Management Tools etc.
7. **Application must be neatly typewritten on A-4 size paper in the prescribed format only.** The format can also be downloaded through the website **www.icssr.org**
8. 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.
9. Envelope containing application should be super-scribed with **“APPLICATION FOR THE POST OF DOCUMENTATION ASSISTANT (ON CONTRACT)”**
10. 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.
11. 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.
12. 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.
13. 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.
14. ICSSR reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
15. Application, filled in the given format along with relevant copies of certificates, must reach on or before 18/07/2021 to: **The Administrative Officer, ICSSR, JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi – 110067**.
16. Applications with incomplete information, without requisite documents, and received after last date will be summarily rejected.

ADMINISTRATIVE OFFICER (ICSSR)