

Post Applied for the post of : Data Assistant, On Contractual Basis

INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE
Dr.V.K.R.V. Rao Road, Nagarbhavi P.O., Bengaluru - 560 072

APPLICATION FOR ADMINISTRATIVE POST

1. Name in full (CAPITAL LETTERS)					
2. Address:					
Present (for communication)					
Permanent (Home Town)					
Contact Details	Phone/Mobile:				
	E-mail:				
3. Date of Birth:		Age:	Sex :		
4. Marital Status	Unmarried	Married	No. of Children:		
5. Category					
6. Education:					
Examination	Degree in*	University	Class/ Division	% of Marks	Year
VIII Standard (applicable only to Messenger Post)					
Matriculation					
Pre-University					
Graduation					
Post-Graduation					
Diploma / Certificate in Technical Courses					
Others (specify)					

*Specify the Degree (viz., B.Com/B.Sc./B.A./ M.Com/M.Sc./M.A. or any other)
Strike out whichever is not applicable.

7. Work Experience (begin with your last/present job):

Designation/ Position	Employer	Period		Duration	
		From	To	Year	Months
8. Knowledge of Languages		Read	Write	Speak	
9. If employment is offered, how soon can you join duty					

10. certify that the particulars given by me in this application are true. I enclose copies of the following:*

- a. Certificate in proof of the Date of Birth
- b. SSLC Certificate
- c. Graduation/Post-graduation Certificate
- e. SC/ST/BC/OBC Certificate
- d. Others

NOTE: All copies of testimonials including experience are to be enclosed.

PLACE:

DATE:

Signature of the Applicant

*Strike out whichever is not applicable.

INFORMATION SHEET

Name of the candidate:

Knowledge of computer softwares:

Software	Name of the Software		
1. MS Word 2. Excel 3. Statistical/Econometric packages			
Experience of using the computer software's			
Software	Duration of Experience		Nature of work/ job done
	From	To	
1. MS Word			
2. Excel			
3. Statistical/Econometric Packages			

Date:

Signature of the Applicant

Summary Bio- Data of the Candidate for the post of Data Assistant, on contractual basis

Name & Address	DoB & Age	Category	Qualification (Detailed)	Experience	Language Known			Remarks

Date:

Signature of the Applicant: