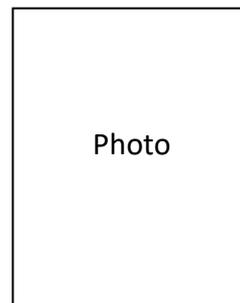


APPLICATION FORM

A. Personal Details:

1. Full Name (IN CAPITAL) : _____
2. Father's Name (IN CAPITAL) : _____
3. Date of Birth : ____/____/____ (DD/MM/YYYY)
4. Gender (Tick ✓) : Male: ____ Female: ____ Others: ____
5. Caste Category (Tick ✓) : GEN: ____ EBC: ____ SC: ____ BC: ____ EWS: ____ ST: ____
6. Mobile Number : _____
7. Email ID : _____
8. Permanent Address : _____

9. Correspondence Address : _____



B. Educational Qualification

Qualification	Name of the Board	Passing Year	Percentage/Grade
Matriculation (10th)			
Intermediate (10+2)			

C. Computer/IT Certificate/Diploma Course Details (Enter Higher One)

Course Name	Institute Name	Duration	Passing Year	Percentage/Grade

D. Typing Skill in WPM (Word Per Minute)

E. Knowledge MS-Office (Average/Good/Very Good)

Hindi Typing Speed	:	_____ WPM	MS-Word	MS-Excel	MS-PowerPoint
English Typing Speed	:	_____ WPM			

F. Work Experience

Organization Name	Designation	Duration	Organization Contact Person Name, Mobile No. & email ID

G. Declaration: - I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that merely filling/submitting this application form does not entitle me to any right for job, recruitment, selection, or appointment. The competent authority reserves the right to accept or reject my application without assigning any reason thereof. If any information is found incorrect, false, or misleading at any stage, my application may be cancelled, and I may be debarred from future processes without prior notice.

Place : _____

Date : _____

Signature of Applicant: _____

Application Form - Filling Guide

Use blue ink, write Full Name & Father's Name in **BLOCK LETTERS**, and avoid erasures—rewrite if needed. Match exactly to your details for verification.

A. Personal Details

- **1. Full Name:** Write complete name as in Aadhaar/PAN (e.g., "MOHAN KUMAR GUPTA")—no initials.
- **2. Father's Name:** Full name (e.g., "PAWAN PRASAD GUPTA")—use as in documents.
- **3. Date of Birth:** DD/MM/YYYY format (e.g., "15/05/1995")—match 10th certificate.
- **4. Gender:** Tick (✓) one: Male/Female/Others.
- **5. Caste Category:** (Tick ✓) One: GEN / EBC / SC / BC / EWS / ST
- **6. Mobile Number:** Active 10-digit (e.g., "9876543210")—use for OTP/contact.
- **7. Email ID:** Personal/professional (e.g., "abc@gmail.com")—accessible regularly.
- **8. Permanent Address:** Full details (Block, District, State & PIN)—as in Aadhaar.
- **9. Correspondence Address:** Current address if different; else write "Same as Permanent".

B. Educational Qualification

Fill table rows accurately from certificates—use % or grade (e.g., "85%" or "A").

Qualification	Name of Board	Passing Year	Percentage/Grade
Matriculation (10th)	CBSE	2012	92% / A+
Intermediate (10+2)	BSEB	2014	88%

C. Computer/IT Courses

Course Name	Institute Name	Duration	Passing Year	Percentage/Grade
Diploma in Computer	NIIT	1 Year	2015	85%

Enter only highest one if multiple; skip if none (write "N/A").

D/E. Typing & MS-Office Skills

Hindi Typing Speed	:	35 WPM	MS-Word	MS-Excel	MS-PowerPoint
English Typing Speed	:	45 WPM	Good	Good	Average

Hindi Typing Speed: Realistic WPM from test (e.g., "35 WPM")., **English Typing Speed:** e.g., "45 WPM".,

MS-Office: Write one per app: Average/Good/Very Good (self-assess honestly).

F. Work Experience

List relevant jobs chronologically; skip if none ("N/A"). Include contact for verification.

Organization Name	Designation	Duration	Contact Person (Name, Mobile, Email)
ABC Ltd	Data Entry Operator	25/01/23 to 10/10/24 (1 Yr 9 Month)	Mr. XYZ, 98765xxxxx, xyz@abc.com

G. Declaration

- Place: "Nokha" (or your town/city).
- Date: Current DD/MM/YYYY (e.g., "26/02/2026").
- Signature: Sign in full, legibly—no printed name.
- Photo: Paste recent passport-size photo (formal attire, light background).

Submission Tips

Scan/complete digitally if allowed, but prefer handwritten for authenticity. Attach self-attested copies of docs (10th/12th marksheets, ID proof, experience certificates). Double-check for blanks/mismatches to prevent rejection per declaration rules.