

**NIELIT Centre, Delhi**  
2<sup>nd</sup> Floor, Parsvnath Metro Mall, Inderlok Metro Station, Delhi-52  
Tel: 011-23644849, 23644149,23655083

**Performa Application Form Executive (HR) on contract basis**

Note: All information are mandatory and should be filled in capital letters

Post Applied For: Executive (HR)

Paste a self-attested  
passport size  
photograph

Name of the Candidate : .....

Aadhar Id No. : 

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Father's Name : .....

Date of Birth (dd/mm/yyyy) : .....

Permanent address	Contact Address (In Delhi)
Landline No:	Landline No:
Mobile No:	Mobile No:
Email id :	.....

Educational/Technical Qualification 10<sup>th</sup> class onwards (Attach self-attested copies of certificates):

S. No.	Qualification/ Degree/ Diploma	Name of University /Institution	Year of Passing	%Age/Grade	Document attached **(Y/N)	
					Mark sheet	Certificate
1.						
2.						
3.						

4.						
5.						

**Brief Description of experience (Start with your latest job):**

S. No.	Name of Organization Worked in.	Duration	Period		Brief Description of duties	Experience certificate attached <b>** (Y/N)</b>
			From	To		
1.						
2.						
3.						

**\*\*All the supporting attested documents for qualification and experience are mandatory to attach.**

**Total Experience in years & months:**

Certified that all the information furnished above by me is correct to the best of my knowledge.

**Documents to be attached ( self-attested):**

1. Adhaar Card/Any Govt. issued photo I –card
2. 10<sup>th</sup> Class certificate ( Date of Birth Proof)
3. All qualification related marksheets/degree and diploma and experience

**Place:**

**Signature of candidate**

**Date:**

**Name of Candidate**

**-For Office Use Only-**

Signature and Name of Verifying Officer:

Place:

Date:

