

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY
New Delhi Centre

Institutional Area, 16/1-2, Pankha Road, Near Sagarpur Police Station, D Block, Janakpuri New Delhi 110058

Application Form for Empanelment for the position of Resource Person – Personal Assistant (P.A)/Stenographer

Date:

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

Post Applied for (Click the appropriate box):

Personal Assistant (P.A)/Stenographer

☐

Affix Passport
size photograph here

Name of the Candidate : _____

Father's Name : _____

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

**Aadhaar Id No./
any other valid Photo ID No.** : _____

Transaction Number : _____

Transaction Date : _____

Transaction Amount : _____

Permanent address

Contact Address (In Delhi)

Landline No:

Landline No:

Mobile No:

Mobile No:

Email id : _____

Educational Qualification 10th class onwards (Attach copies of certificates):

S.No.	Qualification/ Degree/ Diploma	Name of University /Institution	Year of Passing	%Age/Grade	Document attached **(Y/N)	
					Mark sheet	Certifi cate
1.						
2.						
3.						
4.						
5.						

Skill Details

S.No	Skill Name	Last worked (Month, Year)	Skill Level (Beginner, Intermediate, Advance)	Experience (In years)

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

S. No.	Name of Organization Worked in.	Dura- tion	Period		Brief Description of duties	Experience certificate attached **(Y/N)
			From	To		
1.						
2.						
3.						

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

Experience in years & months:

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

Place:

Signature of Candidate

Date:

Name of Candidate: