



Krishi Vigyan Kendra, Nawada

(A Unit of Indian Council of Agricultural Research)

Under

Gram Nirman Mandal, Sarvodaya Ashram, Sokhodeora, Kawakol,
Nawada- 805106 (Bihar)

Application Form for Programme Assistant (Computer)

Advertisement No. :

Application for the post of :

1. Name of the candidate in
Block letters :

2. Father's Name :

3. Date of Birth (as per High School
Certificate) :

4. Age (as on last date of application) : _____ Year _____ Months _____ Days

5. Gender (Male/Female) :

6. Marital Status :

7. Nationality :

8. Religion :

9. Category (Please tick) : UR_____, OBC_____, SC/ST_____ PwD_____

10. (a) Correspondence address with pin code:

(b) Permanent address with pin code :

(c) Contact details* : Phone: Mob.:

E-mail:

11. Are you a citizen of India by birth/domicile?

12. Have you ever been convicted by a court of law for any offence? If so, give details thereof.

Affix self-
attested recent
colour passport
size photograph

13. **Educational Qualification** (Commencing from Matriculation): The self-attested copies of all Certificates and transcripts/ mark sheets should be enclosed with the application.

Name of Examination	Year of Passing	Institute/ University	Specialized Subject(s) with major field	Division/ Grade/ Marks	Percentage (%)
Matriculation					
Intermediate/ (10+2)					
Graduation					
Masters					
Other qualifications					

14. **Recognitions & Awards:**

Category of Recognition/ Award	Field of Recognition/ Award	Year	Awarding organization
Awarded on academic achievements:			
Developed Applications, if any			

15. **Seminars/ Symposiums/ Workshops/ Trainings/ Certificate courses attended:** (Attach certificate/ documents)

Particulars	Numbers attended	Duration (days)
Seminars		
Symposiums		
Workshops		
Trainings		
Certificate courses		

16. (a) **Employment records:** (Attach the certificate/orders, if any; Mention the employment records starting from the present position)

Designation	Pay Scale	Major discipline of work experience	Organization/ Institute	Place of posting	Period	
					From (DD/ MM/ YYYY)	To (DD/ MM/ YYYY)

(b) **Years of experience:** (DD/MM/YYYY)_____

17. **Extra-curricular activities including sports :** (Attach list of Extra-curricular activities)

S. No.	Activity	Level of participation	Achievement	Remarks
1.	In-charge			
2.	Members of committees of the Institution/ University/ College			
3.	NCC/NSS Officer			
4.	Sports			
5.	Artistry/ Theatre shows/ Literature/ Organizing social & public welfare <i>etc.</i>			
6.	Any other events, pls. specify			

18. **Professional efficiency:** (Attach a copy of 3 years working experience well versed with MS office, Data management and Networking on computer, issued from a recognized institute).

Details of Professional efficiency:

Certificate No.----- Date of Issue-----Issuing Institute-----

(A practical skill test of Computer efficiency may be conducted by appropriate Committee of Institution/ Hqrs).

19. **Computer efficiency:** (Attach a copy of Computer efficiency in English and/or in Hindi, issued from a recognized institute, if any).

Details of Computer efficiency in English and/ or in Hindi:

Certificate No.----- Date of Issue-----Issuing Institute-----

20. Particulars of application fee: D.D. No

Rs.....Date.....

Bank and Branch.....

21. Any other information candidate may like to add in separate page, if any.

22. Declaration: I do hereby, declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that in the event of any particulars/ information given above being found false/incorrect and/or if any discrepancy in the particulars is detected after my appointment, or account of willful suppression and/ or distortion on my part, my application/ candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

Place:

Signature

Date:

Name of the Candidate.....

REMARKS OF THE PRESENT EMPLOYER

(In the case of those who are already in service in original letter head)

The applicantSon/Daughter of is holding a permanent/ Temporary/ Adhoc post ofin the Institution/Organization/University fromand his/ her present basic pay is Rs.....P.M. His/ her application is forwarded and he/ she will be relieved in case he/ she is selected for the post applied for.

Date:

Signature

Place:

(Designation of Authority)
(with official seal)

Details Of Enclosures :

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

(10)