



**Application Form for the post of Programme Secretary (on contract)**

For office Use: Application No.....

Name of Applicant: _____ (in Block Letters)	Affix a recent passport size photograph with signature on the photograph
1. Father's/Mother's/Spouse's Name: _____	
2. Date of Birth: ____/____/____ Age as on 01.07.2025 ____ yrs. ____ months	
3. (a) Gender (M/F): _____ (b) Marital Status: _____	
4. Nationality: _____	
5. Category (General/SC/ST/OBC/DAP): _____	
6. Mailing Address: _____ _____ Tel. No. _____ Mobile: _____ Fax No. _____ E-mail: _____	
7. Permanent Address: _____ _____ Tel. No. _____ Mobile: _____	

8. Details of Educational / Technical Qualifications.				
Examination Passed	University / College / Board	Subjects Taken	Year of Passing	Percentage of Marks / CPI

9. Details of positions held:		
From (MM/YY) To (MM/YY)	Position Held	Responsibilities handled (brief description)

10. <b>References:</b> Give the Name, designation and address, Email, & Phone No. of <b>two Referees</b> who are acquainted with you.	
a.	
b.	

### Declaration

I hereby declare that I have carefully read and understood the instructions and particulars advertised and that all the information provided by me in this application are true to the best of my knowledge and belief.

I confirm that I have no past criminal record, no disciplinary / vigilance proceedings / legal cases are either pending or contemplated against me and there have been no major / minor penalty awarded against me.

If, at any time, I am found to have concealed / suppressed any material / information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Place:

Date:

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Name and Signature of the Candidate

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### **General Conditions**

1. The Academy reserves the right to cancel the recruitment process without assigning any reason.
2. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. No correspondence shall be entertained with candidates who are not called for interview/selected for appointment. Canvassing in any form will result in disqualification of candidature.
3. Candidates working in Government/Semi-Government Department /Public Sector Undertaking /Autonomous/ Statutory organization should apply through proper channel.
4. Copies of certificates in support of educational qualifications, date of birth and experience should be scanned and attached to the application. The candidates may be asked to produce the original certificates as and when required.
5. Applications received after the closing date or received incomplete in any respect are liable to be rejected. No representation against such rejection shall be entertained.

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### **Checklist for Attachments**

Put a ( ✓ ) tick mark in YES box if the following documents are attached with your application

Sr.No	Documents attached	YES	NO
1.	Self-Attested Copies of Degree Certificates		
2.	Self-Attested Copies of Work Experience Documents		
3.	Self-Attested Copies of documents towards age proof		

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(Name & Signature of Applicant with Date)

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