**APPLICATION FORM**

(For contractual position of Accounts Assistant to be recruited for implementation of “SWANIRBHAR NAARI” scheme under Directorate of Handloom & Textiles, Assam)

**PERSONAL DETAILS**

1. Full Name of the Candidate (In Block Letters):
2. Father’s / Husband’s Name:
3. Mother’s Name:
4. Gender :
5. Nationality (attach a copy of evidence):
6. AADHAAR Number:
7. Permanent Postal Address (attach a copy of evidence)
8. Police Station:
9. Current Address:
10. Mobile No:
11. Mobile No. (WhatsApp messenger):
12. Email ID:
13. Date of Birth (attach a copy of evidence) (DD/MM/YYYY):
14. Age: (As on 1st January 2022) \_\_\_\_\_\_\_\_years \_\_\_\_\_\_\_\_month(s)

**EXPERIENCE DETAILS**

1. Total Professional Experience :\_\_\_\_\_\_\_\_\_years \_\_\_\_\_\_\_\_month(s)
2. Employment details (starting from latest, attach copy of experience certificates, add additional rows, if required):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl# | Employer Name, Address and Contact details | Designation | Duration  (DD/MM/YYY to (DD/MM/YYY | Key Responsibilities |
|  |  |  |  |  |
|  |  |  |  |  |

**QUALIFICATION DETAILS**

1. Educational Qualification (add additional rows, if required. Attach a copies of certificate ):

| Sl. No | Examination | Subject | Yr. of passing | College/ University/ Institute | Board / University/ Institution | Class / % of marks obtained |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Post Graduation |  |  |  |  |  |
| 2. | Graduation |  |  |  |  |  |
| 3. | H.S./H.Sc. |  |  |  |  |  |
| 3. | H.S.L.C. |  |  |  |  |  |

1. Language proficiency (add additional rows, if required): (please tick)

| Sl. No | Language | Read | Write | Speak |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

1. Computer proficiency (add additional rows, if required):

| Sl. No | Program/Software/ Applications | Excellent | Good | Average |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

1. Name and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 yrs in a Professional and / or academic capacity during the last 5 years)

| Sl. No | Name of the person & designation (if any) | Address | Phone No | E-mail ID |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

1. Do you have any criminal or corruption charges against you? (if yes furnish details)
2. Have you ever been discharged or forced to resign from any position? (if yes furnish details)
3. Write a brief note describing why would you like to be associated with us: (Maximum 250 words)

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**Declaration**: I certify that the statement made by me in this application are true, complete and correct to the Best of my knowledge and belief. Permission is hereby given to the Directorate of Handloom & Textile Deptt., Govt. of Assam to make such investigations as are necessary on the information given above. I understand that any misrepresentation of fraudulence of material omission made herein or in any other document requested by the Directorate of Handloom & Textile Deptt., Govt. of Assam. would render dismissal and termination of my candidature / service / contact apart from other penal action as per the law.

Date:

Place: Signature of the candidate