

Application form for the Post of Administrative Assistant on Contract Basis

- 1. Name of the candidate:
- 2. Father's/Husband's Name:
- 3. Date of Birth:
- 4. Age (as on last date of the application):
- 5. Gender:
- 6. Correspondence Address
- 7. Mobile:
- 8. Email:
- 9. Educational & Technical Qualification (Matriculation onwards): Please attach self-attested copies

Exam Passed	Board//University	Year of Passing	Subjects & specialization (if any)	%age of marks
	Exam Passed	Exam Passed Board//University Image: Second system Image: Second system Image: Second system Image: Second s	Exam Passed Board//University Year of Passing Image: Control of the second sec	Exam Passed Board//University Year of Passing Subjects & specialization (if any)

Please paste Photo 10. Work Experience (Please enter the details from latest post held): Please attach self-attested copies of experience certificate

Organization	Post	Post Pav Scale/	Period of Service Tot		Tot	otal ExperienNature of Duties Perf		
- Furthered	Held	Pay Scale/ Level/ G.P. or Consolidated Pay if (Contract/ Part time)	From	To	Y	M	D	

11. Training Programmes (in the relevant fields) attended

SN	Programme Name	Training Institute/ Org.	Topic of Training	From	То

Declaration:

I hereby affirm and declare that the information provided by me in the aforesaid form is true and correct and in case any information is found to be correct at any time my candidature and contract of service can be terminated without any further notice by the Sahitya Akademi. I hereby declare that I will follow the instructions and orders of the Competent Authority, Sahitya Akademi.

(Applicant signature)

Date

Place

Note: Please bring original and self-attested copies of all certificate/experience certificate for verification. Without documents no candidates will be allowed to appear in the interview.