

Applied for the post of :

**INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE**  
Dr.V.K.R.V. Rao Road, Nagarbhavi P.O., Bengaluru - 560 072

**APPLICATION FORM FOR ADMINISTRATIVE POST**

1. Name in full ( <b>CAPITAL LETTERS</b> )					
2. Address:					
Present (for communication)					
Permanent (Home Town)					
Contact Details	Phone/Mobile:				
	E-mail:				
3. Date of Birth:		Age:	Sex :		
4. Marital Status	Unmarried	Married	No. of Children:		
5. Category					
6. Education:					
<b>Examination</b>	<b>Degree in*</b>	<b>University</b>	<b>Class/ Division</b>	<b>% of Marks</b>	<b>Year</b>
VIII Standard (applicable only to Messenger Post)					
Matriculation					
Pre-University					
Graduation					
Post-Graduation					
Diploma / Certificate in Technical Courses					
Others (specify)					

\*Specify the Degree (viz., B.Com/B.Sc./B.A./ M.Com/M.Sc./M.A. or any other)  
Strike out whichever is not applicable.

7. Work Experience (begin with your last/present job):

Designation/ Position	Employer	Period		Duration	
		From	To	Year	Months
<b>8. Knowledge of Languages</b>		<b>Read</b>	<b>Write</b>	<b>Speak</b>	
10. If employment is offered, how soon can you join duty					

11. I certify that the particulars given by me in this application are true. I enclose copies of the following:\*

- Certificate in proof of the Date of Birth
- SSLC Certificate
- Graduation/Post-graduation Certificate
- SC/ST/BC/OBC Certificate
- Others

**NOTE:** All copies of testimonials including experience are to be enclosed.

PLACE:

DATE:

Signature of the Applicant

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\*Strike out whichever is not applicable.

## INFORMATION SHEET

Name of the candidate:

Knowledge of computer softwares:

Software	Name of the Software	
1. MS Word  2. Excel  3. Statistical/Econometric packages		
Experience of using the computer software's		
Software	Duration of Experience	Nature of work/ job done
	From	To
1. MS Word		
2. Excel		
3. Statistical/Econometric Packages		

DATE:

Signature of the Applicant

Summary Bio-Data of the Candidates for the post of \_\_\_\_\_

Name and Address	DoB & Age	Cate gory	Qualification	Experience	Languages Known			Remarks
					R	W	S	

Date:

Signature of the Candidate