

*Attach the  
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passport size  
photograph  
here (4.5 cm X  
3.5 cm)*

**Application for the position of Administrative Officer (AO)**

**Sign across  
with black ink**

**I Personal Details**

1. Name : Mr./Ms. \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)
2. Mother's Name : \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)
3. Father's Name : \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)
4. Date of Birth : \_\_\_\_\_  
(Date) (Month) (Year)
5. Age : \_\_\_\_\_ Years ----- months (as on December 31, 2025)
6. Marital Status : Married/unmarried
7. Nationality : \_\_\_\_\_
8. Religion : \_\_\_\_\_
9. Caste : Gen/SC/ST/OBC
10. Mailing Address : \_\_\_\_\_  
(with Pin code) \_\_\_\_\_
11. Permanent Address : \_\_\_\_\_  
(with Pin code) \_\_\_\_\_
12. Telephone No. : \_\_\_\_\_  
(STD Code) Land Line Number (s)
13. Mobile No. : \_\_\_\_\_
14. E-mail ID : \_\_\_\_\_

**II Educational Qualifications (High School onwards) (You may add extra sheets, if necessary)**

Name of the School / College / Institution	Year of Passing	University / Board	Subject (HSC) / Degree	Specialisation (if any)	Marks in Percentage or Grade as available in the Mark Sheet

**Additional Qualifications (You may add extra sheets, if necessary)**

Name of the Institution	Certificate in	Specialisation (if any)	Year of Passing	Marks in Percentage or Grade as available in the Mark Sheet

**III Work Experience (Please refer to the responsibilities for the post as mentioned in the advertisement)**

**1. Experience in work (start from the present Employer)**

Name of the Organisation (With full address including contact details)	Position held	Total period of Experience			Major responsibilities	Gross Annual Salary
		Period From	Period To	Total Period in years		

**2. Any qualification/Experience in MS office, Graphics Design and Data Management (You are free to attach separate sheet)**

3. Write in brief, why do you consider yourself suitable for this position? (You may add extra sheets, if necessary)

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**IV Additional Information**

1. **Any other information (including awards received etc.), please specify**

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2. **References**

Sr. No.	Name	Address	Email ID	Mobile / Land Line Number(s)

Please indicate if NOC is required to be taken from your past/ present employer :  
Yes/No

**V Health condition**

(Serious illness, if any)

Note: Furnishing of FALSE information in the case of a candidate selected and engaged will be treated as a misconduct.

**Declaration**

“I \_\_\_\_\_ (name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

Date:	Place:	Signature: <i>(Please do not sign in capital letters)</i>
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