

# OKD Institute of Social Change and Development

VIP Road, Upper Hengrabari, Guwahati-36

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## Application Form for the Post of “Front Desk Manager”

To  
The Director i/c  
OKDISCD

1. Name (Full name in block letters):

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2. Father’s Name (Full name in block letters):

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3. Permanent Address:

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4. Address for Communication:

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5. Email ID/ Mobile No.:

...../.....

6. Caste (In case of reserved categories copy of certificate to be attached):

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7. Date of birth (as per Class X Board Examination Certificate):

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(Copy of certificate to be enclosed)

**8. Details of Educational Qualification**  
**(Copies of marksheet to be enclosed)**

Exam	Board/University	Year of Passing	Name of Institution	Percentage/Grade

**9. Other Qualification (If any Specify):**

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**10. Computer Proficiency in MS Office (Specify):**

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**11. Present Occupation:**  
**(Proof of service must be attached)**

Name of Organization	Post Held & Tasks Assigned	Date of Appointment	Nature of Appointment

**12. Previous Appointment(s):**  
**(Experience Certificate/Appointment and Release Order from previous appointments must be attached)**

Sl. No.	Name of Organization & Address	Post Held	Period of Service	Nature of Appointment
1				
2				
3				
4				

Date:.....

Place:.....

Signature