

OKD Institute of Social Change and Development

VIP Road, Upper Hengrabari, Guwahati-36

Application Form for the Post of “Multi-Tasking Staff”

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):

.....

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. Computer Proficiency in MS Office (Specify):

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10. Knowledge and Hands on Experience in (Please tick the appropriate choice):

(a) Scan and Photocopy:

Trained Hands on Experience Trained & Hands on Experience

(b) Office File Maintenance:

Trained Hands on Experience Trained & Hands on Experience

(c) Stock Register- Entry and maintenance:

Trained Hands on Experience Trained & Hands on Experience

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

(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 Service |
|---------|--------------------------------|-----------|-------------------|-------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Date:.....

Place:.....

Signature