

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY  
New Delhi Centre**

Institutional Area, 16/1-2, Pankha Road, Near Sagarpur Police Station, D Block, Janakpuri New Delhi 110058

**Application Form for Walk-in-Interaction for the position of Office Assistant and  
Technical Assistant**

Note: All information are mandatory and should be filled in capital letters

Date:

Post Applied for (Click the appropriate box):

Office Assistant

Technical Assistant

Affix Passport  
size photograph here

Name of the Candidate : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Date of Birth (dd/mm/yyyy) : \_\_\_\_\_

**Aadhaar Id No./  
any other valid Photo ID No.** : \_\_\_\_\_

Transaction Number : \_\_\_\_\_

Transaction Date : \_\_\_\_\_

Transaction Amount : \_\_\_\_\_

**Permanent address**

**Contact Address (In Delhi)**

**Landline No:**

**Landline No:**

**Mobile No:**

**Mobile No:**

Email id : \_\_\_\_\_

**Educational Qualification 10<sup>th</sup> class onwards (Attach copies of certificates):**

| S.No. | Qualification/ Degree/ Diploma | Name of University /Institution | Year of Passing | %Age/Grade | Document attached<br>**(Y/N) |             |
|-------|--------------------------------|---------------------------------|-----------------|------------|------------------------------|-------------|
|       |                                |                                 |                 |            | Mark sheet                   | Certificate |
| 1.    |                                |                                 |                 |            |                              |             |
| 2.    |                                |                                 |                 |            |                              |             |
| 3.    |                                |                                 |                 |            |                              |             |
| 4.    |                                |                                 |                 |            |                              |             |

**Skill Details**

| S.No | Skill Name | Last worked (Month, Year) | Skill Level (Beginner, Intermediate, Advance) | Experience (In years) |
|------|------------|---------------------------|---|-----------------------|
|      |            |                           |   |                       |
|      |            |                           |   |                       |
|      |            |                           |   |                       |
|      |            |                           |   |                       |

**Brief Description of experience (Start with your latest job):**

| S. No. | Name of Organization Worked in. | Duration | Period |    | Brief Description of duties | Experience certificate attached<br>**(Y/N) |
|--------|---------------------------------|----------|--------|----|-----------------------------|--|
|        |                                 |          | From   | To |                             |  |
| 1.     |                                 |          |        |    |                             |  |
| 2.     |                                 |          |        |    |                             |  |
| 3.     |                                 |          |        |    |                             |  |

**\*\*All the supporting documents for qualification and experience are mandatory to attach.**

**Experience in years & months:**

Certified that all the information furnished above by me is correct to the best of my knowledge.

**Place:**

**Signature of Candidate**

**Date:**

**Name of Candidate:**