

APPLICATION FORM (NON-TEACHING)

* Indicates required question

1. Email *

Application Form

2. 1. For the Post of : *

Mark only one oval.

Section Officer Grade-II (Secretarial) (UR)

Fee Remittance Details

3. 2. Amount *

Mark only one oval.

Rs. 500/- (For UR / OBC and EWS)

Rs. 0/- (SC /ST/PwD Category and Woman) *Skip to question 10*

Skip to question 4

Remittance Details

4. 3. Mode of Payment *

Mark only one oval.

NEFT

RTGS

5. 4. NEFT/RTGS Reference No. *

6. 4a. Upload Payment Receipt *

Files submitted:

7. 5. Bank Name *

8. 6. Branch Name *

9. 7. Date of Issue *

Example: January 7, 2019

Personal Information

10. 8. Category *

Mark only one oval.

Gen

SC

ST

OBC

EWS

11. 9. Name (in full capitals) *

12. 9a. Upload Recent Passport Size Photo *

Files submitted:

13. 10. Father Name *

14. 11. Mother Name *

15. 12. Date of Birth *

Example: January 7, 2019

16. 13. Age as on 09 February, 2024 *

17. 14. Nationality *

18. 15. Whether Physical Challenged *

Mark only one oval.

Yes

No

19. 15a. If Yes, Mention Percentage

20. 16. Gender *

Mark only one oval.

- Male
- Female
- Other

21. 17. Marital Status *

Mark only one oval.

- Married
- Unmarried
- Widow

22. 18. Details of Identity Proof *

Mark only one oval.

- Passport
- Aadhar Card
- Voter Id
- Driving License

23. 19. Reference No. of Identity Proof *

24. 20. Mobile No. *

25. 21. E-mail Id *

26. 22. Complete Postal address for Correspondence with PIN Code *

27. 23. Complete Permanent Postal address with PIN Code *

Educational Qualifications

24. Matriculation / SSLC /Madhyamik / Class 10 or Equivalent

28. 24a. Board / University *

29. 24b. Year of Passing *

30. 24c. Division with Percentage of Marks *

25. Higher Secondary / PUC / Class 12 or Equivalent

31. 25a. Board / University *

32. 25b. Year of Passing *

33. 25c. Division with Percentage of Marks *

26. Undergraduate / Bachelor's Degree

34. 26a. Board / University *

35. 26b. Year of Passing *

36. 26c. Division with Percentage of Marks *

27. Postgraduate / Master Degree

37. 27a. Board / University

38. 27b. Year of Passing

39. 27c. Division with Percentage of Marks

Technical & Other Qualification(s), if any
Including Diploma / PG diploma / ITI / skill based qualification etc.

40. 28. Educational Details

41. 28a. Board / University

42. 28b. Year of Passing

43. 28c. Division with Percentage of Marks

Employment Record Details of Experience (Chronologically, starting from present employment)

44. 29. Total Experience in years *

Mark only one oval.

- NIL
- Less than One year
- 1 Year
- 2 years
- 3 Years
- 4 Years
- 5 Years
- 6 Years
- 7 Years
- 8 Years
- 9 Years
- 10 Years
- More than 10 Years

45. 30. Name of present organization

46. 30a. Designation

Duration

47. 30b. From

Example: January 7, 2019

48. 30c. To (Mention 09 February, 2024, if continuing)

Example: January 7, 2019

49. 30d. Year of Experience

50. 30e. Pay Level

51. 30f. Last Salary Drawn

52. 30g. Nature of Work (Knowledge of computer, ability of handling independent correspondence, Proficiency in English etc.)

53. 30h. Submission of NOC/through proper channel Application *

Mark only one oval.

Yes

No

Not Applicable

54. 31. Name of organization

55. 31a. Designation

Duration

56. 31b. From

Example: January 7, 2019

57. 31c. To

Example: January 7, 2019

58. 31d. Year of Experience

59. 31e. Pay Level

60. 31f. Last Salary Drawn

61. 31g. Nature of Work (Knowledge of computer, ability of handling independent correspondence, Proficiency in English etc.)

62. 32. Name of organization

63. 32a. Designation

Duration

64. 32b. From

Example: January 7, 2019

65. 32c. To

Example: January 7, 2019

66. 32d. Year of Experience

67. 32e. Pay Level

68. 32f. Last Salary Drawn

69. 32g. Nature of Work (Knowledge of computer, ability of handling independent correspondence, Proficiency in English etc.)

70. 33. Upload Applicant Signature *

Files submitted:

34. DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time it is found that I have concealed any information or have given any incorrect data, my candidature/ appointment, may be cancelled/ terminated, without any notice or compensation. I also agree to abide by all the terms and conditions of the advertisement unconditionally.

There are number of enclosures with pages enclosed along with this form.

Date:

Place:

Signature of the applicant:

NOTE: Kindly send the print out of it after affixing a recent passport size photograph along with supporting documents to 'The Director, NITTTR, Kolkata, Block-FC, Sector-III, Salt Lake, Kolkata-700106'.

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