

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, BAJALI
District Disaster Management Authority (DDMA), Bajali

APPLICATION FORM

For Engagement of Information Assistant (Contractual)

Date of Receipt (office use only)	Passport Photograph
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1. Personal Details

Full Name (in Block Letters)	
Father's/Husband's Name	
Date of Birth (DD/MM/YYYY)	
Age	
Gender	
Nationality	
Category	
Employment Exchange Registration No. (if any)	
Aadhaar No. (Optional)	

2. Communication Details

Correspondence Address	
Permanent Address	
Mobile No.	
Alternative Mobile No.	
E-mail ID	

3. Educational Qualifications

Examination	Board/University	Year	Percentage/CGPA
HSLC			
HSSLC			
Graduation			
Other			

4. Computer Qualification

Course	Institute	Duration	Year

Computer Skills: MS Word MS Excel PowerPoint Internet Database Others _____

5. Relevant Experience

Employer	Designation	Period	Nature of Duties

Total Relevant Experience: _____ Years _____ Months

6. Language Proficiency

Language	Read	Write	Speak
Assamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Documents to be enclosed

1. Recent Passport Size Photograph
2. Age Proof
3. Educational Certificates & Marksheetworks
4. Experience Certificate(s)
5. Computer Certificate
6. Identity Proof
7. Address Proof
8. Caste Certificate (if applicable)

- 9. Employment Exchange Registration Certificate
- 10. Any Other

8. Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false or incorrect, my candidature is liable to be cancelled at any stage of the recruitment process.

Place:	Date:
	Signature of Applicant

For Office Use Only

Documents Verified	
Eligible (Yes/No)	
Remarks	
Verified by (Name & Signature)	