

# INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)  
Habitat Centre, Sector-64, Phase-10, Mohali-160062, Punjab

## APPLICATION FORM (for Administrative Posts)

To be filled in by the candidate	For Office use
Post applied for:	Application S. No:
<b>Details of application fee</b> DD/IPO No.: Date of Issue: Name of the Issuing Bank or Post Office:	Date of receipt:

Affix your self-attested recent coloured size passport photograph

1.	Name in full (IN BLOCK LETTERS)			
2.	Please Tick:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
		Married <input type="checkbox"/>	Unmarried: <input type="checkbox"/>	
3.	Father's/ Husbands' Name			
4.	Mother's Name			
5.	Date of Birth:		Place of Birth	
6.	Age (as on 16.12.2013)	Years <input type="checkbox"/>	Months <input type="checkbox"/>	Days <input type="checkbox"/>
7.	Postal Address	<hr/> <hr/> <hr/> <hr/> Pin: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
8.	Phone No. (with STD code)			
9.	Mobile No			
10.	E-mail			

11.	Permanent Home Address	<hr/> <hr/> <hr/> <hr/> Pin: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
12.	Are you a citizen of India by birth or by domicile?	

13. State 'Yes' if you are Physically Handicapped or are a member of Scheduled Caste/Scheduled Tribe/ Other Backward Class: *(If Yes, Attach a self attested copy of the prescribed certificate)*

Scheduled Caste	Scheduled Tribe	Other Backward Class	Physically Handicapped

14. Educational Qualifications [in chronological order from highest up to matriculation]

S. No	Examination Passed	Year of Passing	Board/ University	Subject(s)	Division/ Grade & % age of marks

15. Professional Qualification (e.g. Professional Trainings, Courses, workshops etc.)

S. No	Examination Passed	Year of Passing	Board/ University	Subject(s)	Division/ Grade & % age of marks

16. Employment Record [Details in chronological order, starting with present employment up to the first employment]

S. No.	Organization (also specify whether Govt./PSU or Autonomous body or /Private)	Post Held (Also specify whether regular or contractual)	Scale of pay/ Pay Band and Grade Pay	Duration (Exact dates to be given)		Total period (in years)	Nature of duties
				From	To		

17. Total Experience in years after obtaining Essential Qualification:

18. Additional relevant information, if any, which you would like to mention in support of your suitability for the post:

19. Synopsis (on a separate sheet as enclosed at page 6)

20. In the event of selection, time required for joining: \_\_\_\_\_

21. Name and address of 2 referees (with email address), under whom the candidate has worked or studied

S. No	Name and Address	E-Mail ID / Phone No.
1.		
2.		

22. List of enclosures

S. No	Enclosures

## **DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If, at any time, I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

**Place:**

**Date:**

**Signature of the Candidate**

## **CERTIFICATE**

**(TO BE GIVEN BY THE HEAD OF OFFICE/ORGANISATION)**  
(in case application is forwarded through proper channel)

Certified that the particulars furnished above by the candidate have been verified and found correct. Also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

**Signature of the Head of the Organization with Seal**

# **SYNOPSIS**

(To be submitted along with the completed Application Form)

1.	Position applied for	
2.	Name	
3.	Date of Birth	
4.	Age as on 16.12.2013	
5.	Address	
6.	Email ID	
7.	Telephone Nos.	

<b><u>Qualifications</u></b>				<b><u>Experience</u></b>			<b><u>Additional Or Desirable Qualifications Or Remarks</u></b>
<b>Graduation</b>		<b>Post-Graduation</b>		<b>Organization And Post Held</b>	<b>Pay Scale &amp; Pay Band and Grade Pay</b>	<b>Period With dates</b>	
<b>Course &amp; (Branch or subjects)</b>	<b>Pass Year (% marks or GPA)</b>	<b>Course &amp; Subject</b>	<b>Pass Year (% marks or CGPA)</b>				

.....Signature