

Format of Application for the post of Data Entry Operators (Contractual)-Offline

- 1) Name of the Applicant-.....
(Proof of Identity :- Self-attested copy of any one of the following viz. Voter Identity Card / AADHAAR to be submitted along-with Application)

2) Mother's Name:

3) Father's Name-.....

4) Mobile Number-.....

5) Valid Email id-.....

- 6) Date of Birth (Day/Month/Year)...../...../.....
(Proof of Age- Self-attested copy of any one of the following viz. Birth Certificate/ Madhyamik or Equivalent Admit Card / School Leaving Certificate /PAN /Passport to be submitted along-with Application)

7) Age As On 01/01/2025.....Years.....Months.....Days

- 8) Present Residence Address- House/ Building Name & No.....
Street.....
Village/ City.....
Police Station.....Post Office.....
District.....State.....
PIN Code-.....

- 9) Permanent Residence Address- House/ Building Name & No.....
Street.....
Village/ City.....
Police Station.....Post Office.....
District.....State.....
PIN Code-.....

(Proof of Residence- Self-attested copy of any one of the following viz. Voter ID card/ Passport /Driving License/ Electricity Bill/ AADHAAR to be submitted along-with Application)

10) Gender-.....(Male/Female/ Transgender)

Recent
Photograph of the
Applicant to be
pasted with
attestation

11) Educational Qualification-

Name of the Examination	Name of the Institution	Name of the Board	Year of Passing	Marks Obtained	% of Marks Obtained
Graduation					

(Self attested copy of Mark-Sheet / Pass Certificate of Graduation to be submitted along-with Application)

12) Details of Certificate in Computer Application-

Name of the Course	Name of the Institution	Course Duration in Months	Year of Passing	Marks / Grade Obtained	% of Marks Obtained

(Self attested copy of Certificate in Computer Applications to be submitted along-with Application)

Self Declaration by the Applicant :

I hereby state that all the above particulars are true and I do not have any criminal records and there is no case either civil and /or criminal pending against me or has been initiated against me. My application is liable to be rejected at any stage of the recruitment process if any data submitted above is found to be false or any information is suppressed by me.

.....
Signature of the Applicant

N.B. :- (1) All fields, as mentioned in the application format should be filled up by the applicant compulsorily otherwise application will be treated as cancelled.

(2) Documents to be produced, in original, if called for and selected for Interview:-

- (i) Proof of Identity
- (ii) Proof of Age
- (iii) Proof of Residence
- (iv) Proof of Graduation Certificate / Marksheet
- (v) Proof of Certificate in Computer Applications