



## NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING

### **FORM TO BE FILLED IN BY THE APPLICANT FOR RECRUITMENT OF EXECUTIVE ASSISTANT (TRAINEE)**

1.	NAME: (in Capital letters)						
2.	Date of Birth:						
3.	Age as on 18.03.2020:						
4.	Mailing Address:						
5.	Telephone No.:  Mobile No.:  Email id:						
6.	<u>Educational Qualification</u> : *In chronological order from X Standard (SSLC/HSC) onwards.						
	*Exam passed	Year of passing	Period of Study		Class / %	University / Board	Subject of specialization
			From	To			

7. Work experience – (Please attach hard copy for proof of experience chronologically starting with latest job)				
Designation and Organization	Duration Date		No. of Years	Nature of duties* (Attach separate sheets if necessary)
	From	To		
<b>TOTAL NO. OF YEARS' EXPERIENCE</b>				

8.	<u>Knowledge of Computer Skills</u> :		
9.	<u>References</u> : (of two persons holding a responsible position and FULLY acquainted with the applicant & not related to them.)		
(I)	Name :	(II)	Name :
	Designation :		Designation :
	Address :		Address :
	Telephone No.:		Telephone No.:
	Mobile No.:		Mobile No.:

TESTIMONIALS: Details of copies of testimonials to be enclosed. (Please send hard copy only.)

**Original Testimonials to be produced only at the time of interview.**

I hereby declare that the above information is correct and complete to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before *or* after selection / interview, my candidature is liable to be rejected and I shall be bound by the decision of the Institute. I understand that no TA/DA will be paid for attending the interview.

Place:

Date:

Signature of the Applicant

### Instructions (for filling the Application Form)

1. Download the blank PDF application form and save it in your computer.
2. Open this PDF Application form in Adobe. Please do not make changes to the form.
3. Enter your details carefully, and Click Confirm button at the last page of application form.
4. Save the file in your name (your\_full\_name.pdf) in your computer.
5. **Important and mandatory**

***Email filled application in PDF format to email-id: nitirecruit@nitie.ac.in. Signed hard copy of filled application along with copies of testimonials to be sent by post to address mentioned in the advertisement.***