ANNEXURE – I

APPLICATION FORM

Engagement of Office Assistant (OA), National Testing Agency

To,
The Director General
National Testing Agency
(Ministry of Education, Government of India)
New Delhi

Subject: Application for the Post of Office Assistant (OA), NTA.

Reference: Advertisement dated _____

Sir/Madam,

With reference to the above-mentioned advertisement, I wish to apply for the post of Office Assistant (OA), National Testing Agency. My details are furnished below for consideration:

A. Personal Details

1. Full Name (in block letters)	
2. Father's / Husband's Name	
3. Date of Birth (DD/MM/YYYY)	
4. Age as on closing date	
5. Gender	
6. Nationality	
7. Mobile Number	
8. E-mail Address	
9. Present / Correspondence Address	
10. Permanent Address	

B. Educational Qualifications

S. No.	Qualification / Degree	University / Institution	Year of Passing	% / CGPA

C. Employment History / Work Experience (if applicable)

S. No.	Organisation	Designation	Period (From–To)	Brief duties

D. Computer Skills

1. MS Word	
2. MS Excel	
3. E-mail / Internet	
4. Other relevant software / systems	

E. References (if any)

Name and Designation	
Organisation	
Contact Number and E-mail	

F. List of Enclosures

- Detailed Curriculum Vitae (CV / Resume).
- Self-attested copies of educational qualification certificates.
- Self-attested copies of experience certificates (if applicable).
- Government-issued photo identity proof.
- Any other supporting document (please specify): _____

Declaration:

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that any false statement or concealment of material information may result in rejection of my candidature or termination of engagement, as applicable.

Place: _____ Date: _____

Name: _____