

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH  
CHENNAI- 600 113**

Affix recent  
passport size  
color photo duly  
signed by the  
candidate

**APPLICATION FORM FOR APPOINTMENT OF SENIOR ADMINISTRATIVE OFFICER**

All annexures/enclosures should be consecutively arranged with page numbers and self-attestation of the candidate

Advertisement No.		DD No. Amount	Date
Aadhar Card No.		Name of issuing bank & branch location	
Details of Online Transfer			

**1. General Information of the Applicant:**

Name in Full in Capital Letters (Underline Surname)	
Name of (i) Father	
(ii) Mother	
(iii) Spouse	
Date of Birth (DD/MM/YYYY)	
Age {as on last date of application submission (YY/MM)}	
Gender	
Nationality	
Religion	
Marital Status	
Whether a member of SC/ST/OBC? ( if so attach certificate) put a tick mark(√) in the appropriate box	<input type="checkbox"/> Gen <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC
Do you possess the essential educational qualifications & experience as mentioned in the advertisement?	<input type="checkbox"/> Yes/ <input type="checkbox"/> No
Present Address with Mobile No./ Email/Skype ID	

Permanent Address with Phone/Mobile & Email	
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**2. Present Employment:**

Designation	
Organization	
Roles and responsibilities	
Present basic pay, pay scale& gross emoluments/month	
Date of appointment to the present post	
Total experience in the current position as on the last date of application submission (YY-MM)	

**3. Educational/Other professional qualifications (starting with highest qualification and attach self-attested copies)**

Examination passed and year of passing	Division/Grade/Percentage of Marks	Duration of the degree/diploma	Board/University	Subjects

**4. Details of employment in chronological order (Attach certificate of employment)**

Name of Office/Institute/ Firm	Post held	Adhoc/ Regular	Duration (dates)		Total period (in MM/YY)	Basic Pay & Scale of Pay	Nature of duties
			From	To			

**5. Any other Relevant Information Like to Furnish (attach extra sheet if required):**

**6. Details of two responsible referees (Not related to the applicant and at least one of them should be familiar with your recent work place)**

Name of the Referee	Post held by the Referee	Postal Address	E-mail	Phone/ Mobile

## 7. Details of Enclosures

### **UNDERTAKING**

I declare and fully understand that in the event of any information furnished in this application being found to be false, misleading or incorrect at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated without any notice as per the Act/Statutes, etc., and other applicable rules of Govt. of India. I also hereby declare that I have never been convicted for any offences and there are no criminal/ departmental proceedings pending / contemplated against me.

Place:

(Signature of the Applicant)

Date: