

7. Nationality: _____ Religion: _____

8. **Educational Qualification:**

Examination Passed	Specialization	Year of Passing	Class/Division and Percentage	University/ Institution
Matric/S.S.C.				
Intermediate/ HSC				
Under graduation				
Post-graduation				
Any Other Qualification				

9. **Details of Work Experience:**

(Please attach attested copies of experience certificates)

Name of Post (Temporary/ Permanent)	Period (Date)		Duration			Name of the Organization	Salary Drawn/ Pay Scale (In case of Govt. Organization)	Nature of Duties
	From	To	Yrs.	Mths.	Days			
Total Experience	_____Years_____Months_____Days							

10. (a) Present employment/ post held if any : _____
- (b) Pay Scale : _____
- (c) Total emoluments drawn : _____
- (d) Address of present employer : _____
- : _____

11. I attach attested copies of certificates/ degrees in support of age, category, qualification and experience etc. as per list enclosed Annexure-I.

Date:

Place:

Signature of the candidate

DECLARATION BY THE CANDIDATE

Post applied for _____ PRIVATE SECRETARY _____ at AIIMS, Bathinda.

I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material, fact or factual information. I understand that my candidature is liable to be rejected in the event of any mis-statement / discrepancy in the particulars being detected and after my appointment in such an event, my services are liable to be terminated without any notice to me or reasons thereof. I am not aware of any circumstance, which might impair my fitness for employment under the Government.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification and experience etc. prescribed for the post.

I am not employed in any other Government Institution/ Autonomous body.

OR

I am employed with.....Government / Private Institution and if selected, I shall join duty only after acceptance of my resignation from my current employer

Date:

Place:

Signature of the candidate

ANNEXURE-I

LIST OF ENCLOSURES: (Required under column 11 of the application)

S. No	Certificates	Tick (√) as applicable
1.	Date of Birth certificate & Matriculation certificate	
2.	Aadhar Card/ Identity Card	
3.	Bachelor Degree Certificates	
4.	Master's Degree Certificate	
5.	Any other degree certificates	
6.	Experience certificate(s)	
7.	Category certificate (SC, ST, OBC, PH)	
8.	Proof of deposition of application fee receipt	
9.	Copies of any other relevant documents	

Signature of candidate