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| Please paste your latest passport size photograph here   |



**TDC building, CSIR Campus, CSIR Road, Taramani, Chennai 600 113**

**APPLICATION FOR EXECUTIVE ASSISTANT**

All the columns are to be filled neatly either in Capital Letters or should be type-written (Use only A4 size paper for the format and enclosures)

1. Notification No : **Advertisement No. 01/CHN/2017**

1. Name of the Applicant :

1. **Address for communication with**

 **phone no. & e-mail address**

1. Father’s/Husband’s Name :

1. Date of Birth :

1. Nationality & Religion :

1. Category (SC/ST/OBC/Women/Others) :

1. Sex :

1. Educational Qualification :

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Sl. Exam Passed Name of the Class or Year of Specialization % of

No. Board/Univ. Division Passing marks

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1. Matric

1. HSC

1. Graduate Degree

1. Others

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1. Details of Experience :

1. Project Work details with title :

1. Details of previous employment / engagement :

 in any CSIR Lab./Instt. including CSIR-SERC.

1. Professional training undergone, if any :

1. Details of blood relation/s, if any, employed :

 in AcSIR

16. Other information if any. :

 **DECLARATION**

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If, at any time I am found to have concealed/distorted any material/information, my engagement as Executive Assistant is liable to be terminated without notice.

SIGNATURE OF THE CANDIDATE

PLACE:

DATE :