

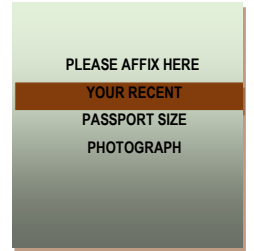


Advertisement No.: JOA/02/2025

Vacancies for Non-Faculty Position

APPLICATION FORM

Post Applied – Junior Office Assistant



SECTION: A

Name of the Candidate			
	First Name	Middle Name	Surname

Date of Birth (dd/mm/yyyy)		Age (in years)		Gender	Male / Female/Trans
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Social Category		General		SC		ST		BC
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Permanent Address	Address for Communication

Contact Details	Mobile No.		Email ID	
Marital Status	Married /Unmarried			

SECTION: B

Educational Qualification	
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Degree	Board/University/Institute	Subjects	Year of Passing / Award	Percentage of Marks/ Final Grade
Senior Secondary				
Graduation				
Others				

SECTION: C

Current Position/ Designation:	
Name of the Institution/ Working since:	
Present Pay and Allowances:	

Work Experience <i>(In reverse chronological order starting with the most recent)</i>					
Designation/ Position (also indicate Permanent /Temporary)	Employer	Experience		Period	
		Administration	Others	From	To

Total Experience in Years/Months: **Administration:**

Others:

Experience of Administrative Responsibilities in Academic Institutions (Indicate only Administrative Responsibilities)

From	To	Administrative Position	Major Responsibility

SECTION: D

Knowledge of use of Computer Programmes /Softwares (Mark Y or N for Yes and No) * If Yes give details

<i>Computer Programme / Softwares</i>	<i>Yes/No</i>	<i>Using Since</i>
<i>MS Office</i>		
<i>Tally</i>		
<i>Any other Software related to the Administration</i>		

SECTION: E

Awards / Achievements	
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Year of Award	Name of the Award	Awarding Body	Brief Description

SECTION: F

Knowledge of Language (Mark Y for Yes and N for No)

Language	Read	Write	Speak
<i>English</i>			
<i>Hindi</i>			
<i>Others</i>			

Section G:

Name and Address of two referees (with email and Mobile Number)	

Section H:

Please justify your suitability for the position you have applied for? Answer in about 500 words. Use additional sheets if necessary.

You need to send filled in application form **(without testimonials)** to staffrecruitment.idsj2025@gmail.com. Filled in application form along with self-attested copies of the following documents should reach to the Director, Institute of Development Studies (IDS), 8B, Jhalana Institutional Area, Jaipur, India-302004 by November 30, 2025.

- (a) Date of Birth Certificate,
- (b) Mark sheet/Certificate of Senior Secondary examination,
- (c) Caste/Category Certificate,
- (d) Professional Qualification (if any),
- (e) Certificate(s) of previous work experience,
- (f) Any other certificate.

Declaration:

- (i) No criminal case has ever been registered against me and I have never been convicted for any offence.
- (ii) I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date:

Signature