



NIVEDITA INSTITUTE FOR SCIENCE TECHNOLOGY AND LANGUAGES

Fuleswari Vihar, Lane Opposite to V2 Mall, P.O.Aiginia, Bhubaneswar – 751019
Website- nistal.co.in, E-mail: nistaloffice@gmail.com, Ph. 7008182570

APPLICATION FOR THE POST OF **RECEPTIONIST**

Photograph

Post applied for : _____

1. Name in full (block letters) : Ms. _____

(a) Father's/Husband's Name : _____

(b) Mother's Name : _____

2. Nationality: _____ 3. Sex _____ 4. Married/ Unmarried/ Widowed/ Divorcee _____

5. (a) Present Address (for correspondence) : _____

Telephone/ E-mail ID : _____

(b) Permanent Address : _____
(if different from above) _____

Telephone & E-mail ID : _____

6. Date of Birth : _____ In words _____
Day Month Year

7. Place of Birth : _____ P.O. _____ PS _____
District _____ State _____

8. Are you a member of : ☐ OBC ☐ SC ☐ ST ☐ PH
OBC/SC/ST/PH?

[Attach Certificate from the Competent Authority]

9. Are you willing to accept : ☐ Yes ☐ No
Any other assignment as
And when required?

State clearly if you have any reservations or choice _____

10. Specify if you have got : _____
any training or experience
in Open & Distance
Learning/OER

.....Contd. on page-2

11. Qualifications & Skills: (Academics/ Technical Education etc.10th & onwards)

Exam/ Degree	Board / Institution University	Percentage of Marks* in aggregate	Percentage in English	Percentage in Hindi	Other Indian Language		Subject (s)	Year of Passing
					Name of the Language	Percent- age		
10th class								

** In case of grade, please write equivalent percentage of marks.*

12. Employment RECORD

Employer	Post Held	From (Date)	To (Date)	Salary last Drawn	Reason for leaving the post

13. Do you know Corel Draw_____ Tally_____ Lay-out Designing _____ DTP in word_____ Page-Maker_____ English_____ Odia_____ Hindi_____ Unicode_____ Other fonts _____

14. Knowledge in web-designing/ video conferencing/ photoshop/ excel/ power point etc. _____

15. Give names, occupations/positions, addresses, phone number and e-mail ID of two referees, other than your relatives, who can give information about you and your work.

(I) _____	(II) _____
_____	_____
_____	_____
_____	_____

16. Please attach your Bio-data/ CV: with real facts about your achievements and caliber in various fields including and other than academics.

DECLARATION BY THE APPLICANT

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Applicant

IMPORTANT

1. INCOMPLETE FORM WILL BE SUMMARILY REJECTED
2. These instructions shall be read with the instructions as appeared in the advertisement, if any
3. Application should be sent by Speed Post/Registered Post to The Director, Nivedita Institute for Science Technology and Languages, Fuleswari Vihar, Lane Opposite to V2 Mall, P.O. Aiginia, Bhubaneswar- 751019, Phone- 7008182570. A copy should also be sent by email to nistaloffice@gmail.com
4. Any change of address should immediately be communicated to the Institute
5. Applicants should send with their applications copies of their degrees/ certificates and testimonials / PAN and ADHAR Card
6. Only selected candidates will be informed by the office. No interim correspondence will be entertained
7. If the applicant is a foreign national, the application should be routed through proper channel
8. Candidates with multi-disciplinary abilities and willing to take up multiple responsibilities will be preferred.

DIRECTOR