



Advertisement No.: IDSJ/2026-27/01
APPLICATION FORM
Junior Office Assistant (Regular Basis)

Kindly read the Instructions & Guidelines carefully before filling in the application form.

SECTION A: Personal Details

Name of the Candidate	<i>First Name</i>	<i>Middle Name</i>	<i>Surname</i>
Father/Mother/ Spouse name	<i>First Name</i>	<i>Middle Name</i>	<i>Surname</i>

Date of Birth (dd/mm/yyyy)		Age (in completed years as on the 1 st June, 2026)		Gender	Male / Female/ Other
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Permanent Address	Address for Communication

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

SECTION B: Educational Qualification

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

SECTION C: Employment Status

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

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

<i>Total Experience in Years/Months:</i>		<i>Administration:</i>		<i>Others:</i>	
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Experience of Administrative Responsibilities in Academic Institutions (Indicate only Administrative Responsibilities)

<i>From</i>	<i>To</i>	<i>Administrative Position</i>	<i>Major Responsibility</i>

SECTION D: Knowledge of use of Computer Software's (Mark 'Y' or 'N' for 'Yes' and 'No') * If 'Yes' give details

<i>Computer Software's</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

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)

Referee 1	Referee 2

SECTION H: Please justify your suitability for the position you have applied for? Answer in about 200 words. Use additional sheets if necessary.

Filled in application form along with self-attested copies of the following documents should reach by Speed/Registered Post to ***“The Director, Institute of Development Studies (IDS), 8B, Jhalana Institutional Area, Jaipur -302 004”*** with in **fifteen (15) days** from the publication of this advertisement. Applications submitted by-hand/courier will not be accepted.

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