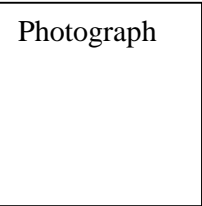


**SAARC Documentation Centre (SDC)
NISCAIR Building, 14 Satsang Vihar Marg,
Spl. Institutional Area,
New Delhi - 110067, India**

Application Form for the Post of Deputy Director

INSTRUCTION: Please fill up the form completely and clearly.
Type or print in ink. If needed, additional pages may be attached.
Be sure to sign and date the form.



1. Name (as per Certificates)

2. Present Address

3. Mailing address (if separate from present address)

4. Permanent Address

5. (a) Place of Birth _____ (b) Date of birth _____
Day Month Year
6. (a) Citizenship at Birth _____ (b) Present Citizenship _____
7. Sex (tick Appropriate): Male Female

8. Marital Status (tick appropriate)
Married. Single. Widowed Divorced Separated
9. Have you any dependant/s Yes No

If the answer is "Yes" provide following information:

Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any Country other than that of your nationality?

Yes No

If the answer is "yes" which Country?

-
11. Have you taken any legal steps towards changing your present nationality?
 Yes No
 If the answer is "yes" explain fully
-

12. Education ; Furnish details

A. General Education: University/College Level

Name and Place of Institute	Degree/Diploma	Year	Main subject(s)

B. Professional Education/Experience
 General Education: University/College level

Name and Place of institute	Degree/Diploma	Year	Field of Study

13. State your professional competence in the field of IT, Communication and or management of Library & Information Centre

14. Language Proficiency (tick appropriate)

Language	Excellent	Good	Fair
English			
Others			

15. Experience in International/Regional Organizations

Name and Address	Position	From-To	Nature of work

16. List of Professional societies and activities in civic, public or international affairs (Attach separate sheets if required)
17. List of publications in the field of specialization (Attach or quote references of Journals, books etc.)

18. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper, if served in more than two organization.

Date: _____ Salaries per annum (Excl...Allowances)

Exact title of your post

From _____ Starting Present

To (Present) _____

Name of Supervisor	Allowances, etc	Duty Station
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Name of Employer	Total Tax	Number & Kind of employees supervised by you
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Address of Employer	Net salary	Reason for leaving if applicable
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Description of your work

19. Have you any objections to making inquires with your present employer?

20. References: list three persons not related to you who are familiar with your character and qualification.

Full name and Designation	Full address also Tel/Fax/Email	Occupation/Designation

21. Legal Convictions (include all convictions other than those for minor violations of road traffic qualifications:

Charge	Date	Where tried	Conviction

22. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

I certify that the statement made by me in the foregoing items are true, complete, correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this Form may provide grounds for the withdrawal of any offer of appointment or dismissal if an appointment has been accepted.

Date: _____

Signature: _____

Place: _____