

**PROFORMA FOR APPLICATION FOR THE POST OF  
PUBLICATION ASSISTANT**

1. **Name:** .....

*[insert full name in Block letters]*

2. **Present position and place of posting:**.....

3. **Office Address with Tel.No.:** .....

.....

4. **Date of Birth (DD/MM/YYYY) / Age as on 01/03/2025:** .....

5. **Gender:** .....

6. **Current Mailing Address:** .....

.....

7. **Permanent Address:** .....

.....

8. **Email Id:** ..... **Mobile No.:** .....

9. **Educational Qualification:**

i. **Academic (Graduation onward):**

<b>Examination Passed</b>	<b>University/ College/ Board</b>	<b>Subjects taken</b>	<b>Year of Passing</b>	<b>Duration of Course</b>	<b>Percentage of marks secured</b>

ii. **Professional / Technical:**

<b>Name of Exam Passed</b>	<b>Examing Body</b>	<b>Subjects taken</b>	<b>Year of passing</b>	<b>Duration of Course</b>	<b>Percentage of marks secured</b>

**10. Membership of Professional Associations:**

- (i) .....
- (ii) .....
- (iii) .....

**11. Details of positions held:**

From (MM/YY) To (MM/YY)	Position Held	Responsibilities handled (brief description)

**12. Trainings attended:** .....

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**13. Any other information you want to share:**

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**14. Have you ever been convicted by a court of law? (please √) NO/YES\***  
(\*please give details in separate sheet.)

**15. Certification :**

I \_\_\_\_\_ (insert full name),  
certify that the above information is correct to the best of my knowledge and belief.

I further certify that no disciplinary / vigilance proceedings are either pending or contemplated against me and that there are no legal cases pending against me.

There have been no major / minor penalty awarded against me.

.....  
**Signature of the Applicant**

**Date:** .....

**Place:** .....

*Submission of an application, participation in the interview process, or any related discussions or communications with the Academy shall not be construed as an offer, promise, or guarantee of employment. The Academy reserves the sole discretion to make employment decisions based on its evaluation and organizational needs. No right to seek or claim employment shall arise unless and until a formal written offer of employment is extended and duly accepted.*