

# OFFICE ASSISTANT (OA)

Roll No. OA/.....  
(to be filled by officials)

## APPLICATION FORM FOR THE POST OF OFFICE ASSISTANT

Affix recent  
passport size  
photograph with  
self attestation.

(To be filled in CAPITAL LETTERS only)  
(Read instructions carefully before filling up the FORM)

1. Name of the Applicant : .....
2. Father's/Husband's Name : .....
3. Sex (Male/Female): .....
4. Date of Birth (DD/MM/YYYY): ...../...../.....
5. Age as on 25/05/2019 : Years .....Months .....Days.....
6. Present address & Contact No. : .....  
.....
7. Permanent address : .....  
.....
8. Mother Tongue .....
9. Whether Un-reserved/ST/SC/OBC [tick ( ) in the relevant box below and enclose copy of the certificate with self attestation]

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Other)

10. Whether Physically Handicapped

(Yes/No)

[if yes, tick ( ) in the relevant box below and enclose self attested certificate]

Orthopaedic handicapped	Visual handicapped	Hearing handicapped

11. Whether a Govt. Employee:

Yes/No

If yes, "No Objection Certificate" in original issued by the employer (Competent Authority) should be enclosed.

12. Documents enclosed:

Sl. No.	Details of documents enclosed	No. of documents	Tick ( ) if enclosed
1	Class-X Certificate		
2	Class-X Mark sheet		
3	Class-XII Certificate		
4	Class-XII Mark sheet		
5	Degree Certificate		
6	Degree Mark sheet		
7	ST/SC/OBC Certificate		
8	PH Certificate (if applicable)		
9	No Objection Certificate (for Govt. employees)		

13. The above information is true to the best of my knowledge and no part of it is false and nothing is concealed. I shall be liable for disqualification for furnishing wrong information, if any.

Date-  
Place-

Signature of the applicant

OFFICE ASSISTANT (OA)

Roll No. OA/.....  
(to be filled by officials)

ADMIT CARD

Affix recent  
passport size  
photograph with  
self attestation.

(To be filled by candidate)

Name of the Candidate:.....

Father's/Husband's Name :.....

Address:.....

Whether SC/ST/OBC/PH:.....

(Signature of the Issuing Authority)

(Signature of the Candidate)

OFFICE ASSITANT (OA)

Roll No. OA/.....  
(to be filled by officials)

ADMIT CARD

Affix recent  
passport size  
photograph with  
self attestation.

(To be filled by candidate)

Name of the Candidate:.....

Father's/Husband's Name :.....

Address:.....

Whether SC/ST/OBC/PH:.....

(Signature of the Issuing Authority)

(Signature of the Candidate)

INSTRUCTION TO THE APPLICANT FOR FILLING UP OF APPLICATION FORM FOR  
OFFICE ASSISTANT

1. Applicant should fill in all entries in the application form in his/her own handwriting in Capital Letters only.
2. Column No. 1: Name of the applicant should be written in full including surname as appeared in Matriculation Certificate.
3. Column No. 2: Name of the father or husband should be written in full.
4. Column No. 3: Write the sex clearly as male or female.
5. Column No. 4: Write the date of Birth clearly (DD/MM/YYYY).
6. Column No. 6 and 7: Write present and permanent postal address in full, including house number, street name, area name, village, circle and district with PIN code & contact no. for future correspondence.
7. Column No. 9: All applicants should indicate their social categories (whether belonging to Unreserved/OBC/ST/SC) by putting tick ( ) in the space/box provided. If any applicant fails to tick mark, or fails to enclose self attested photocopy of reservation certificate, he/she will be treated as Un-reserved. No further claim will be entertained after the last date of submission of application form. Applicants belonging to OBC categories should enclose certificates which are issued on or after 01-04-2019. Candidates belonging to Physically Handicapped categories should also indicate whether they belong to Un-reserved or ST or SC or OBC.
8. Column No. 10: Applicants claiming reservation under Physically Handicapped categories should indicate whether they suffer from Orthopaedic or Visual or Hearing disability by ticking ( ) in relevant column.
9. Column No. 11: Applicants should indicate whether he/she is a Govt. employee at present. If yes, "No Objection Certificate" from the competent authority should be enclosed in Original.
10. Applicants should affix recent passport size photograph with self attestation.
11. Applicants should submit copies of relevant certificates and marks sheets as proof of their claim and are required to produce respective certificates in original for verification at the time of Form submission.
12. Applicants should submit the Declaration required for self attestation of certificates and mark sheets.
13. Copy of the Exchange Card showing that his/her name has been sponsored for the relevant post should be enclosed.