



# राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान, कुंडली, सोनीपत

## National Institute of Food Technology Entrepreneurship and Management, Kundli, Sonapat

(खाद्य प्रसंस्करण उद्योग मंत्रालय, भारत सरकार के अंतर्गत राष्ट्रीय महत्व का संस्थान)

(An Institute of National Importance under the Ministry of Food Processing Industries, Govt. of India)

### Application form for Private Secretary

Advertisement No.	<input type="text"/>	<b>For Office Use Only</b> Dairy No. _____ Date: _____ Sr. No. _____  (Please affix your recent photograph)
Advertisement Date	<input type="text"/>	
Post Applied for	<input type="text"/>	

1) Candidate's Full Name (in capital letters)

First	Middle	Last
<input type="text"/>	<input type="text"/>	<input type="text"/>

2) Date of Birth

Date	Month	Year	Age as per last date of submission of application form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3) Are you an Indian Citizen? (Please tick ✓)

Yes	No
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4) Gender (Please tick ✓ the appropriate box)

Male

Female

5) Category under which application is Submitted \_\_\_\_\_

6) Please tick the appropriate box (Please attach a certificate from the prescribed authority as per Government rules applicable for SC/ST/OBC)

General	SC	ST	OBC	PH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) Physical Disability (if applicable, the relevant particulars may please be furnished)

Disability	If applicable "Yes"	Percentage of disability	Pl. enclosed copy of the certificate issued by prescribed Authority
a) Blindness or low vision	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
b) Hearing impairment	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
c) Locomotor disability or cerebral palsy	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

(includes all cases of orthopedically handicapped)			
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8) Father's Name

First	Middle	Last

9) Mother's Name

First	Middle	Last

10) Name of Spouse (if Married)

First	Middle	Last

11) Complete correspondence addresses (present & permanent)

Present Address (with PIN code)	Permanent Address (with PIN code)
Ph:-	Ph:-
Mobile:-	Mobile:-
Email:-	Email:-

12) Academic Qualifications starting from 10<sup>th</sup> standard onwards (Please attach self attested photocopies of transcripts/ mark sheets/ grade card and certificates for all your degrees):

Name of the examination/ test passed	Subject/ Specialization	Name of Board/ University	Year of passing	Percentage of marks obtained (Do not round off)	CGPA/ OGPA (if grading is applicable)	Page No. of proof enclosed


(Please mention field of specialization from Master's Degree Examination Onwards. Also mention the title of M.Phil/Ph.D. Thesis)

Title:

13) Experience (including present position/employment) **Copies of Service Certificate/s obtained from Employer/s must be enclosed; S.No. of proof must be mentioned under the column no.**

Sl. No	Position & Basic pay (BP) & Scale of Pay (SP)	Organization/Institution	Date of Joining	Date of Leaving	Duration	Page No. of proof

14) Seminar/ Conferences/ Workshop/ Training Programmes/Other Curricular Activities etc.

S.No	Topic	National Level	International level	Page No. of proof

**Score Card**  
**(Scholastic Attainment of the Candidate)**  
**To be filled in by the Candidate for the post of Private Secretary**

S. No.	Particulars	Marks allotted	Marks claimed by Applicant	Marks verified by the Committee	Page No. of proof
I.	<b>Academic background</b>	<b>50</b>			
	a. 10 <sup>th</sup>	<p><b>Maximum marks allotted: 10</b>  The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>			
	b. 12 <sup>th</sup>	<p><b>Maximum marks allotted: 10</b>  The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>			
	c. Bachelor degree	<p><b>Maximum marks allotted: 10</b>  The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>			
	d. Masters Degree	<p><b>Maximum marks allotted: 10</b>  The score will be calculated in the following manner:</p> <p>10 multiplied by the % of marks obtained by the eligible applicant divided by 100. Where the marks are given in CGPA/OGPA, the conversion formula of that university will be applied.</p>			
	e. Other relevant Diploma of not less than 01 year etc.	<p><b>Maximum marks allotted: 05</b>  1) 02.5 marks for each Diploma.</p>			
	f. Medals/Award/Recognitions obtained at Bachelor's Degree/ Masters Degree levels for academic excellence	<p><b>Maximum marks allotted: 05</b>  1) 02.5 mark / each Diploma.</p>			
II.	<b>Assessment of domain knowledge and administrative experience</b>	<b>Maximum marks allotted: 50</b>			
	<p>a. Domain knowledge:</p> <ul style="list-style-type: none"> <li>• Coordination among Division/ Departments.</li> <li>• Delivery of instructions by email/inter office note to different Departments.</li> <li>• Experience of handling meetings of different nature, preparation of proceedings/Minutes of meetings.</li> <li>• Liaisoning work.</li> <li>• Organizing</li> </ul>	<p><b>Maximum marks allotted: 20</b>  2.5 mark per year for each activity</p>			

	conferences/ Symposiums <ul style="list-style-type: none"> <li>• Preparation of travel plans/ Booking of tickets.</li> <li>• Working experience with senior functionary.</li> </ul>				
	b. Relevant experience	<b>Maximum marks allotted: 20</b> 1) 02 marks/year of experience above minimum experience			
	c. Training/Workshop /Seminar/Conferences attended in relevant fields.	<b>Maximum marks allotted: 10</b> 0.5 mark for 1-5 days, 01 mark for 06-13 days and 02 marks for 14 days and more, programme.			

15) Declaration

I \_\_\_\_\_ hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date:- \_\_\_\_\_

Signature of Applicant

16) Endorsement by the Employer (for in service candidates only)

*(The endorsement below is to be signed and forwarded by the Head of the Department/Employer of the organisation/institute in the case of the in-service candidate whether in permanent or temporary capacity)*

Forwarded to the NIFTEM, Plot No. 97, Sector- 56, HSIIDC Estate, Kundli - 131008, Distt.- Sonapat, (Haryana), India

The applicant Dr. /Mr./Mrs./Ms. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ in the NIFTEM has been working in this organisation namely \_\_\_\_\_ in the post of \_\_\_\_\_ in temporary / permanent capacity with effect from \_\_\_\_\_ in the scale of pay/pay band of Rs. \_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_. His/Her next increment is due on \_\_\_\_\_.

Further, it is certified that no disciplinary/vigilance case is either pending or contemplated against the said applicant. There is no objection for his/her application being considered by the NIFTEM.

Signature of the Competent Authority

(Stamp)

**To be filled by the Screening Committee**

Discrepancies (if any)
1)
2)
3)
4)
5)

Eligible/Ineligible		Category	
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**Signature of Screening Committee**

- |    |    |
|----|----|
| 1) | 3) |
| 2) | 4) |
| 5) | 6) |

