

Omeo Kumar Das Institute of Social Change and Development
Tripura Road, Jayanagar, Beltola, Guwahati, Assam – 781 028

Affix recent
passport size
photograph
duly signed by the
applicant

BIO-DATA

1. Post applied for :
2. Name of the applicant :
3. Father's Name :
4. Husband's Name
(In case of Married female candidate):.....
5. Date of Birth (DD/MM/YYYY) & Age as on 01.09.2026:.....
6. Nationality :
7. Sex (Male/Female) :
8. Category (SC/ST/OBC/GEN/PWD):
9. Address for communication :
.....
.....Pin Code:
10. E-Mail ID :
11. Telephone/Mobile No. :
12. Present post held/
 - (a) Name of the Institution :
 - (b) Date of Appointment in the Present Post :.....
 - (c) Present Basic Pay :
(Please attach last three months Pay Certificates from the Institution)

13. Details of Educational Qualification (Graduation onwards) :

Sl. No.	Exams Passed	Board / University	Year	Division	Subject

(Please attach self - attested photo copies of the testimonials)

14. Research / Academic Experience :

S.No.	Name of the Institution with address	Post held & Pay Scale	From	To	Experience		
					No. of Years	Months	Total

(Please use extra sheets if required. Also attach the certificate of Experience from the Head of the Institution)

15. Administrative Experience:

S.No.	Name of the Institution with address	Post held & Pay Scale	From	To	Experience		
					No. of Years	Months	Total

(Please use extra sheets if required. Also attach the certificate of Experience from the Head of the Institution)

16. Research Experience:

S.No.	Type	Numbers	Details/Title
1	Papers published		
2	Books Published		
3	PhD Guidance		

(Please provide list of your best papers and books at least of ten numbers along with copies of publications)

17. Have you ever been imposed any penalty : Yes / No

(If yes please give details)

18. If any departmental inquiry pending or contemplated against you : Yes / No

(If yes please give details)

19. Any other relevant information which you would like to mention in support of your suitability

for the post applied for :

20. References

1.

2.

21. DECLARATION:

- i. I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be cancelled / terminated.
- ii. I have enclosed the required self-attested copies of the certificate.

(Signature of the applicant)

Place:

Date:

Certificate by the forwarding Institution in case of application through proper channel.

Forwarded and certified that the information furnished by Shri/Smt./Ms. _____ in his/her application, has been verified from records and is found to be correct and he/she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/ disciplinary case is either pending or contemplated against Shri/Smt./ Ms. _____.

Signature _____

Name _____

Designation _____

(Office seal)

GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview. Only the candidates shortlisted by the Selection / Search Committee will be called for the interview for which no TA/DA will be paid.
2. Application must be neatly typewritten on A-4 size paper in the prescribed format. The format can also be downloaded through the website www.okd.in
3. One recent passport size photograph should be pasted on the top right hand corner of the application.
Application without photograph will be treated as incomplete application.
4. The candidates short-listed for interview will be informed by post/ e-mail. The OKDISCD will not be responsible for any postal delay.
5. Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
6. Candidates may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish "No Objection Certificate" from the parent Institution / present employer at the time of interview.
7. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
8. The decision of the OKDISCD in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.