



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA  
HIMACHAL PRADESH

An Institute of National Importance under MoE

Saloh – 177 209

Website: [www.iiitu.ac.in](http://www.iiitu.ac.in)

IITU/Admin/Executive Assistant-Adv./2023

Date: .....

**APPLICATION FOR THE POST OF  
Executive Assistant**

1.	Name of the candidate	:	
2.	Father's name	:	
3.	Date of Birth/ age as on Date of Walk-In: Interview	:	
4.	Gender	:	
5.	Address for correspondence	:	
6.	Permanent Address	:	
7.	E-mail Id	:	
8.	Mobile number	:	

9.	Educational Qualification (10 <sup>th</sup> Std onwards):				
Examination/ Degree	Board/ University	Subject	Year of passing	% of Marks/ CGPA	Division/ Grade

10.	Experience:						
Sl. No.	Organization	Post and Nature of Experience	Duration		Experience		Permanent / Temporary / Contract
			From	To	Year	Month	
1.							
2.							
3.							
11.	Any other Information						

	a	
	b	
	c	

**DECLARATION**

I hereby declare that the information provided in this form is true to the best of my knowledge and belief.

Date :

Place :

Signature

- NOTE:** a) Attach all Certificates, mark/grade sheets, transcripts, as a proof of your claims.  
b) Any claim without valid proof shall be summarily rejected.  
c) Incomplete applications will be rejected.

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