

NATIONAL TESTING AGENCY
(Ministry of Education, Government of India)

APPLICATION FORM

Engagement of Bilingual Typists & Operations Assistants

Advertisement / Vacancy Notification No.: E-15326 Post Applied For: Bilingual Typist & Operations Assistant	Affix recent passport-size photograph
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1. Primary Language Applied For

(Tick one — the vacancy is language-specific; select the single language against which you are applying)

☐ Hindi	☐ Assamese	☐ Bengali	☐ Gujarati
☐ Kannada	☐ Marathi	☐ Malayalam	☐ Odia
☐ Punjabi	☐ Tamil	☐ Telugu	☐ Urdu

2. Personal Details

Full Name (as per ID proof)	
Father's / Husband's Name	
Date of Birth (DD/MM/YYYY)	
Age as on date of application	
Gender	
Category (Gen/OBC/SC/ST/EWS/PwBD)	
Nationality	
Mobile Number	
Alternate Mobile Number	
Email ID	

Aadhaar Number	
Permanent Address	
Present / Correspondence Address	

3. Language & Typing Proficiency

Candidates must indicate proficiency in two of the 13 specified languages: English, Hindi, Assamese, Bengali, Gujarati, Kannada, Marathi, Malayalam, Odia, Punjabi, Tamil, Telugu and Urdu.

	Language	Typing Speed (WPM)	Accuracy (%)
Primary Language			
Second Language			

English typing proficiency currently possessed: ☐ Yes ☐ No (if No, willing to acquire within 6 months of joining: ☐ Yes)

4. Educational Qualification

Examination	Board / University	Year of Passing	% Marks / Grade
10th Standard			
12th Standard / Equivalent			
Graduation (if any)			
Other Qualification			

5. Desirable Skills / Experience (tick as applicable)

☐ MS Word	☐ MS Excel	☐ MS PowerPoint
☐ PDF handling / conversion	☐ DTP / document composition	☐ MIS / data compilation
☐ Proofreading / language QC	☐ Math Type	☐ InDesign

6. Work Experience (if any)

Organisation	Designation / Role	From	To	Nature of Work
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7. Documents Enclosed (self-attested copies) — tick as applicable

☐ Photo ID proof (Aadhaar/PAN/Passport)	☐ Date of birth proof
☐ Educational certificates & mark sheets	☐ Category certificate (if applicable)
☐ Typing speed/accuracy proof (both languages)	☐ Experience certificates
☐ Resume / CV	☐ Passport-size photograph

8. Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that this engagement is purely contractual in nature and confers no right to regularisation or permanent absorption. I further undertake to abide by the confidentiality, security and other terms of engagement prescribed by the National Testing Agency, and I am aware that any false information or suppression of material fact may lead to rejection of my candidature or termination of engagement at any stage, without notice.

Place: _____

Signature of Candidate

Date: _____

Name: _____

For Office Use Only

Application No.:	Date Received:	Eligibility: ☐ Eligible ☐ Rejected
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