District Information Technology Society

<table>
<tr><td colspan="2">Application Form for Setting-up
Common Service Centre (CSC)
Under Haryana e-Seva Scheme
(Notification No. Admn/299/1SIT/2291 dated 27th April, 2015)
Revised 27/11/2015</td><td>AffixPassport Size Colour Photograph</td></tr>
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Name of Applicant				
Date of Birth		Age as on 01-01-2016		
Gender	Male ☐	Female ☐		
Marital Status	Single ☐	Married ☐		
Aadhaar Number (12 digit)				

	Educational qualification	Institution/ University	Year of passing	Marks in % age
Applicant's Educational Qualification (Tick the qualification done and write the details in the subsequent columns)	M.Tech,MCA,			
	B.Tech, BCA			
	Post-Graduation (Any)			
	Graduation + 6 Months Computer Diploma			
	10+2 With at least 6 Months Certificate Course in Computer applications.However In this case, HS-CIT certification from Hkcl is required within one year of appointment as Vle/Ule.			
Minimum Qualification	10th , With Two Year ITI in Computer Applications or Diploma in computers IT / Electronics after 10th			
	NIELET CCC certification			
Applicant'sCurrentProfession	Service Businesses☐			☐
	Not Employed ☐	Others……………………………….		

Father's Name	
Spouse's Name	
Spouse's Highest Educational Qualification	
Spouse's Profession (if any)	Service ☐　　　　Businesses ☐ Not Employed ☐　　　Others………………………………
Number of Children	Minor ……………………………　　Adult ……………………….
Household Information	Are you in a joint family　　Yes ☐　　No ☐
	If Yes, total number of members in family	

Address for Communication	
	Pin code		Residing since (year)	

Permanent Address	
	Pin code		Residing since (year)	

Contact Number	Mobile		Landline	

Email ID	
Religion & Caste	

Languages known	English	Read ☐　Write ☐　Speak ☐
	Hindi	Read ☐　Write ☐　Speak ☐
	Any other(specify)	

Computer Skills

1	Have you operated on a computer? If YES, for how many years?	Yes ☐　　No ☐	Number of Years………………

2	Knowledge of computers	Internet	Yes ☐	No ☐
		Email	Yes ☐	No ☐
		e-Commerce (Banking, Online Purchase, Ticketing, Share Trading,etc)	Yes ☐	No ☐
		Use of Microsoft Word, Excel or similar application	Yes ☐	No ☐
		Use of Tally or other Accounting Software (please specify) ………………………………..	Yes ☐	No ☐
		Do you use any other software(s) (specify)		
3	For what purpose do you use a computer?	Regular office work / business	Yes ☐	No ☐
		Educational Purposes	Yes ☐	No ☐
		Internet surfing / Games / Entertainment	Yes ☐	No ☐
		Others (please specify) ………………………………..	Yes ☐	No ☐

Work Experience (In case of Business)			
1	Do you have your own business? (If Yes, answer the questions given below)	Yes ☐	No ☐
2	Location of your business	Yes ☐	No ☐
3	Nature/type of business (specify)		
4	For how many years are you in business?		
5	What is your role in this business? (Sole Owner/Working Partner/ Sleeping Partner/Agent/Dealer/Other(specify)		
6	Annual business turnover during the year 2013 (in Rupees lakhs)	Less than 2 ☐ 2 to 5 ☐	
		5 to 10 ☐ 10to15 ☐	

		15 to 20 ☐	Above 20 ☐
7	Approximate Personal Annual Income (specify)		
8	Are any of your family member(s) involved in business?	Yes ☐ No ☐ (If Yes, Please specify)…………………………………..	

Work Experience for those in-service (starting from your current job, in reverse order)						
#	Name of Employer	Location of work	Designation	Start and End Dates	Nature of Job Responsibilities	Monthly Emoluments
1						
2						
3						

Means of Finance (i.e. how the entrepreneur propose to arrange the required funds)				
#	Source of Money	Amount	Period within which such would be available	Specify details
1	Personal Savings			
2	Borrow from family & friends			
3	Loan from Banks & Other Sources			

Preferred CSC Location in order of priority				
#	Preference	Village or Location	Own/rented space availability (in sq. ft.)	District
1	Choice 1			
2	Choice 2			

3	Choice 3			

Note: Proof of the space needs to be submitted during the interview

Declarations			
1	Have you at any time been convicted by any court for any criminal offence?	Yes ☐	No ☐
2	Are any criminal proceedings pending against you?	Yes ☐	No ☐
3	Have you at any time defaulted payments to any bank or financial institution?	Yes ☐	No ☐
4	Have you ever been involved/charged in any fraud/corrupt/ misconduct/ embezzlement/ misappropriation of any funds?	Yes ☐	No ☐

I solemnly affirm that the above information is true to the best of my knowledge and no information has been concealed or misrepresented. In the event, any information is found to be incorrect at any stage, the Competent Authority shall have the sole discretion to cancel the application/selection and forthwith terminate my agreement(if any) without prior notice, besides initiating any other action permittedunder law.

I have attached a self-attested Photocopy of my Education Certificates &Photo ID Proof and Residence Address proof with my application form.

Note:- Attach Self-AttestedPhotocopy of Aadhaar Card & Pan Card with Application form is Mandatory, If Pan card or Aadhaar card Not available how Many Days will be available. (Tick On)

☐ **5 Days**   ☐ **7 Days**   ☐ **13 Days**

Date:

Place: **Signature of Applicant**

Guidelines for Submission of Application Form:-

1. Applicant must be above 18 Years of age on Date of Application.
2. Applicant must be a resident of Haryana, preferably in the district where choice of CSC Location is specified.
3. Application must be complete in all respects.
4. Applicant is required to affix one recent passport size colour photograph on the application form.
5. Self-attested copies of ID Proof and Address Proof from the list specified below is required to be attached along with the application:-

Supported Proof of Identity Documents Containing Name and Photo:-

a) Passport
b) PAN Card(Mandatory)
c) Aadhaar Card(Mandatory)
d) Ration / PDS Photo Card
e) Voter ID
f) Driving License
g) Government Photo ID Cards / service photo identity card issued by PSU
h) Pensioner Photo Card
i) Address Card having Name and Photo issued by Department of Posts

Supported Proof of Address Documents Containing Name and Address

a) Passport
b) Aadhaar Card
c) Bank Statement / Passbook of Government Bank
d) Post Office Account Statement / Passbook
e) Ration Card
f) Voter ID
g) Driving License
h) Government Photo ID cards / service photo identity card issued by PSU
i) Electricity Bill (not older than 3 months)
j) Telephone Landline Bill (not older than 3 months)
k) Address Card having Photo issued by Department of Posts
l) Caste and Domicile Certificate having Photo issued by State Govt.