

Application Form for the Post of **Programmer, Social Media Expert, Project Assistant and Data Entry/ Computer Operator** in State Support Mission (SSM),
Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM)

1. Personal Information:

a.	Post Applied For		Recent passport size color photograph of the applicant
b.	Name of the Applicant		
c.	Father's/Husband's Name		
d.	Date of Birth & Age in year		
e.	Category (General/SC/ST/OBC)		
f.	Current Designation		
g.	Current Pay-Scale		
h.	Contact Details	Correspondence Address	
		E-mail	
		Mobile/ Phone No.	

2. Education:

(attach self-attested copies of Mark sheet(s)/Degree):

Sr. No.	Degree (Specialization)	Year	Institution	Percentage
a.				
b.				
c.				
d.				

3. Employment Record:

(attach self-attested copies of experience letter/certificate)

Sr. No.	Employer	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Position held
a.				
b.				
c.				
d.				

4. Details of Projects:

(please attach separate sheet if needed)

Sr. No.	Project	Nature of Duties (roles and responsibilities held by applicant)
a.		
b.		
c.		
d.		

5. Note highlighting suitability for the applied post (not more than 100 words, details may be given in a separate sheet)

6. Declaration by the Applicant

I declare that all the above particulars stated in the application form and enclosures are accurate to the best of my knowledge and belief. I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary/penal action being taken by the Authority.

Place:

Date:

(Signature of Applicant)

Checklist of the following documents/attachments is mandatory for all applicants. All documents must be properly numbered and self-attested. Scanned copies of the documents shall be submitted through email to the official email ID mentioned in the advertisement within the prescribed timeline.

Sr. No.	Documents/Attachments	Reference Page Number
1.	Recent passport size color photograph of the applicant	
2.	Category Certificate (SC/ST/OBC)	
3.	Date of Birth Certificate	
4.	Academic Achievements/Mark sheet/Degree as per details below: • Higher Secondary • Bachelors' Degree • Masters' Degree • Others (if any)	
5.	Documents related to work/ experience	