

## District Information Technology Society, Faridabad

<b>Application Form for Setting-up Common Service Centre (CSC) Under Haryana e-Seva Scheme</b> (Notification No. Admn/299/1SIT/2923 dated 2 <sup>nd</sup> December, 2015)				Affix Passport Size Colour Photograph	
Name of Applicant					
Date of Birth		Age as on 01-01-2016			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>			
Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>			
Aadhaar Number (12 digit)					
Applicant's Educational Qualification (Tick the qualification done and write the details in the subsequent columns)	Educational qualification	Institution/ University	Year of passing	Marks in % age	
	M.Tech				
	B.Tech Computers				
	MCA				
	BCA				
	Diploma in Computers				
	Post-Graduation (Any)				
	Graduation (Any)				
NIELET CCC certification					
Applicant's Current Profession	Service/Businesses <input type="checkbox"/> <input type="checkbox"/> Not Employed <input type="checkbox"/> Others.....				
Father's Name					
Spouse's Name					

Spouse's Highest Educational Qualification					
Spouse's Profession (if any)		Service <input type="checkbox"/>	Businesses <input type="checkbox"/>		
		Not Employed <input type="checkbox"/>	Others.....		
Number of Children		Minor .....		Adult .....	
Household Information		Are you in a joint family		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		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 <input type="checkbox"/>	Write <input type="checkbox"/>	Speak <input type="checkbox"/>
		Hindi	Read <input type="checkbox"/>	Write <input type="checkbox"/>	Speak <input type="checkbox"/>
		Any other(specify)			

Computer Skills			
1	Have you operated on a computer? If YES, for how many years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of Years.....
2	Knowledge of computers	Internet	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Email	Yes <input type="checkbox"/> No <input type="checkbox"/>
		e-Commerce (Banking, Online Purchase, Ticketing, Share Trading, etc)	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Use of Microsoft Word, Excel or similar application	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Use of Tally or other Accounting Software (please specify) .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you use any other software(s) (specify)		
3	For what purpose do you use a computer?	Regular office work / business	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Educational Purposes	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Internet surfing / Games / Entertainment	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Others (please specify) .....	Yes <input type="checkbox"/> No <input type="checkbox"/>

Work Experience ( In case of Business)			
1	Do you have your own business? (If Yes, answer the questions given below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Location of your business	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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	Annualbusiness turnover during the year 2013 (in Rupees lakhs)	Less than 2 <input type="checkbox"/>	2 to 5 <input type="checkbox"/>
		5 to 10 <input type="checkbox"/>	10to15 <input type="checkbox"/>
		15 to 20 <input type="checkbox"/>	Above 20 <input type="checkbox"/>
7	Approximate Personal Annual Income (specify)		
8	Are any of your family member(s) involved in business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		(If Yes, Please specify).....	

Work Experience for those inservice (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 alongwith application form.**

Declarations	
1	Have you at any time been convicted by any court for any criminal offence? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Are any criminal proceedings pending against you? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you at any time defaulted payments to any bank or financial institution? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have you ever been involved/charged in any fraud/corrupt/ misconduct/ embezzlement/ misappropriation of any funds? Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>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 permitted under law.</p> <p>I have attached a self-attested Photocopy of my Photo ID &amp; Residence Address proof with my application form and I further agree to submit all documentary proof(s) for above information, if I am selected.</p>	
<p><b>Date:</b></p> <p><b>Place:</b></p> <p style="text-align: right;"><b>Signature of Applicant</b></p>	

## 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 color 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:-
6. Applicants who have applied earlier in response to advertisements for CSCs, published in March, 2015 and June, 2015, are required to submit the revised application form with the essential supporting documents.

### Supported Proof of Identity Documents Containing Name and Photo:-

- a) Passport
- b) PAN Card
- c) Aadhaar Card
- 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.

### Checklist of the documents which will be attached with application form are the following:-

- a) Residence proof
- b) Bank Statement or Passbook of last 6 months
- c) Qualification proof
- d) Affidavit of proof of space available for shop