



**NAGALAND STATE LEGAL SERVICES AUTHORITY**  
**D.C Office Compound, KDPA Building, Top Floor,**  
**Kohima – 797001**

**Annexure-II**

**APPLICATION FOR ENGAGEMENT AS FULL TIME OFFICE ASSISTANT/ RECEPTIONIST CUM DATA ENTRY OPERATOR/ PEON UNDER LEGAL AID DEFENSE COUNCIL SYSTEM**

STATE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Application No: \_\_\_\_\_

(For Office use only)

**PHOTO**

**APPLICATION FORM FOR OFFICE ASSISTANT/ RECEPTIONIST CUM DATA ENTRY OPERATOR/  
PEON**

1. Name in full ( IN CAPITAL LETTERS) : \_\_\_\_\_
2. Father's/ Husband's Name : \_\_\_\_\_  
(IN CAPITAL LETTERS)
3. Permanent Address ( IN CAPITAL LETTERS) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Date of Birth ( dd/mm/yyyy) : \_\_\_\_\_
5. Age (as on 30.04.2025) : \_\_\_\_\_
6. Gender : \_\_\_\_\_
7. Post applied for : a) \_\_\_\_\_  
: b) \_\_\_\_\_  
: c) \_\_\_\_\_



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8. Educational Qualification ( attach copies of the certificates/ marksheets)

Exam passed	Name of Board/ University	Year of passing	Percentage of marks secured

**NOTE: Computer certificate mandatory for applicants applying for post of Office Assistant and Receptionist cum Data Entry Operator. Those applying for the post of Peon, Computer certificate is not necessary.**

9. Experience, if any : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Marital Status : \_\_\_\_\_

11. Phone Number : \_\_\_\_\_

12. List of Enclosures with the application form;

- Self attested copy of certificate in support of educational qualification,
- Self-Attested copy of ST/ Indigenous Certificate.
- Self-Attested copy of photo ID card (AADHAR card/PAN card).
- Self-Attested copy of residential proof certificate,
- Self-Attested copy of Computer certificate.



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**DECLARATION**

I do hereby declare that the information given in the application are true, complete and correct to the best of my knowledge and belief.

That, I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected.

That, I shall be bound by the decision of the competent authority.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(SIGNATURE)**