

## District Information Technology Society Gurgaon

<b>Application Form for Setting-up Common Service Centre (CSC) Under Haryana e-Seva Scheme</b> (Notification No. Admn/299/1SIT/2291 dated 27 <sup>th</sup> April, 2015) (*means compulsory fields)				Affix Passport Size Color Photograph*	
Name of Applicant*					
Date of Birth*		Age as on 01-01-2015			
Gender*	Male <input type="checkbox"/>	Female <input type="checkbox"/>			
Marital Status*	Single <input type="checkbox"/>	Married <input type="checkbox"/>			
Pan Card Number*					
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)				
	Twelfth (Any)				
	Matriculation				
	NIELET CCC certification				
Any other Institute's Computer Course					
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 Address	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	Annual business 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 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 <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>Any of the family members owns the CSC in District Gurgaon?* Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES then, Name of VLE : _____</p> <p>Relationship with VLE : _____</p> <p>Location of VLE's CSC : _____</p> <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>Date*:</p> <p>Place*:</p> <p style="text-align: right;">Signature of Applicant*</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 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
- 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.