

**HI-TECH VOCATIONAL TRAINING CENTRE**  
 (An Indo – Italian Project)  
 Govt. of N.C.T. of Delhi  
 Okhla Industrial Area, Phase – II, New Delhi – 110 020

**ADMISSION FORM**

1. Course applied for : \_\_\_\_\_
2. Last Date of submission : \_\_\_\_\_
3. Date of Interview / Written Test : Three days before the Starting date of above course.

For office use Date of receipt :   Sign :
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Affix your Photograph
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4. Name in full (Block Letters) \_\_\_\_\_  
 \_\_\_\_\_
5. Complete Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone, if any: \_\_\_\_\_

6.

Date of Birth	Place of Birth	Age	Nationality

7. Whether belongs to SC / ST : \_\_\_\_\_  
 (Attach documentary evidence)
8. Name & Address of Father / Guardian : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Particulars of Qualifying Examination:

Exam Passed	Name of Univ./ Instt.	Year Passing	of	Class / Divn.	%age Marks	of	Subject

10. If applied for admission earlier or attended some other course, give details : \_\_\_\_\_  
\_\_\_\_\_

11. Membership of any Professional Institute, if any : \_\_\_\_\_  
\_\_\_\_\_

12. Experience (in chronological order please):

Name of Employer	From	To	Nature of duties	Salary drawn

13. Do you have any experience in Computer's application? : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Name & Address of your current Employer (if employed) or setup (if self employed) \_\_\_\_\_  
\_\_\_\_\_

15. Are you being sponsored / nominated by your Employer for the applied course? : \_\_\_\_\_  
\_\_\_\_\_

16. Any further relevant information you want to furnish here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. I do hereby affirm that the above furnished particulars are true to the best of my knowledge and belief.

Place :

Date :

Applicant's Signature

- |  |
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| <ol style="list-style-type: none"><li>1. Please furnish attested copies of the relevant original certificates / letter of sponsorship, if any.</li><li>2. If the space provided is not sufficient, separate sheets may be attached.</li><li>3. Furnishing of wrong information will disqualify the candidate from admission.</li><li>4. Candidates have to abide by the Terms &amp; Conditions of training conducted by this Centre.</li><li>5. For selection, the centre may conduct Written Test / Interview.</li><li>6. Candidate must produce original certificates for verification at the time of selection.</li></ol> |
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**EMPLOYERS SPONSORSHIP / NOMINATION**

The applicant \_\_\_\_\_ is employed with (Name & Address of employer) \_\_\_\_\_

\_\_\_\_\_ as (Designation) \_\_\_\_\_ since \_\_\_\_\_. He may be considered for \_\_\_\_\_ admission in \_\_\_\_\_ (Trg. Prog.) \_\_\_\_\_ conducted at this Centre from (Date) \_\_\_\_\_.

The fees towards the above programme is enclosed as detailed below:

Demand Draft No.	Drawee Bank & Branch	Value	Date

Place:

Head of Organisation / HOD

Date:

(Signature & Stamp)

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**Interview / Screening Test**

General Aptitude :  
Relevant Exposure :  
Overall Grading :  
Qualified for admission :

Screening / Interview Committee members

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Grading through a) Mid Term Evaluation:

b) Final Evaluation :

Certificate issued on :

Training Incharge

**ACCOUNTS DEPARTMENT**

1. Name of the applicant: \_\_\_\_\_
2. Training Programme applied for: \_\_\_\_\_
3. Duration (Weeks) : \_\_\_\_\_
4. Prescribed fees : \_\_\_\_\_
5. Mode of payment (Cash / Demand Draft) : \_\_\_\_\_

Demand Draft No.	Drawee Bank & Branch	Value	Date

Date:

Signature  
AM (Accounts)