

**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 :

Affix your  
Photograph

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

1. Please furnish attested copies of the relevant original certificates / letter of sponsorship, if any.
2. If the space provided is not sufficient, separate sheets may be attached.
3. Furnishing of wrong information will disqualify the candidate from admission.
4. Candidates have to abide by the Terms & Conditions of training conducted by this Centre.
5. For selection, the centre may conduct Written Test / Interview.
6. Candidate must produce original certificates for verification at the time of selection.

### **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)

---

### **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)