



Post Applied for: Computer Operator																					
Sl. No.	Name, Address, Telephone, Email	Date of Birth (As on November 30, 2011) DD-MM-YYYY	Qualification										Experience						Additional Qualification	Remarks	
			SSC (%)	Intermediate (%)	Graduation				Post Graduation				Organisation	Post Held	Pay Scale and Last Pay Drawn	Period		Total Period (in Years)			Nature of Duties
					Course	Specialization	Year of Completion	Percentage/CGPA	Course	Specialization	Year of Completion	Percentage/CGPA				From (DD-MM-YYY)	To (DD-MM-YYY)				
1	xxx, yyy, zzz Telephone: 1234567890 Email: abc@example.com	30-06-1986	80.12	83.56	B.Tech.	Computer Science	2005	91.56	M.Tech.	Computer Science	2008	95.75	xyz company abc company	xyz post abc post	Rs. 5200 to 20200 and Rs. 17167	22-12-2009 26-03-2010	25-03-2010 30-11-2011	2.11 abc duties abc duties	Java certification, Network certification	xxx	

3. Compose email to synopsis07@nabi.res.in (Sample shown below).

The screenshot shows an email composition interface. The 'To' field contains 'synopsis07@nabi.res.in'. The 'Cc' field is empty. The 'Subject' field contains the text: 'Post Applied for: Manager Administration/Institute Engineer/Library-cum-Informatics Officer/Assistant Engineer (Electrical) and (Civil)/Management Assistants (Administration, Stores, Public Relations)/Library Assistant/Computer Operator'. The 'Attach...' section shows an attached file 'SynopsisSheet.xls (38 KB)' with a link '[Open as Web Page]'. Below the attachment is a rich text editor toolbar with options for font (Tahoma), size (10), bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, text color, and background color. Two red callout boxes provide instructions: one points to the attachment with the text 'Make sure that the Synopsis Sheet (Excel Format/Word Format) has been attached.', and the other points to the subject line with the text 'Write the correct name of the post you are applying for.'

The names of the posts are Manager Administration, Institute Engineer, Library-cum-Informatics Officer, Assistant Engineer (Electrical) and (Civil), Management Assistants (Administration, Stores, Public Relations), Library Assistant and Computer Operator.

4. Send the email to synopsis07@gmail.com

Administrative Officer