

Library And Documentation Division (LDD)

National Council of Educational Research and Training

Sri Aurobindo Marg, New Delhi – 110 016.

APPLICATION FORM FOR EXTERNAL MEMBERSHIP

1 Name (In block letters) : Surname _____ First Name _____

2 Address : (A) Office : _____

Telephone No. : _____ Fax : _____ Email : _____

(B) Residence : _____

Telephone No. : _____ Fax : _____ Email : _____

3 Present Occupation : _____ Areas of Interest : _____

Kindly enroll me as a external member of Library and Documentation Division, NCERT for a period of one year. I agree to abide by the rules of the library. I also undertake to deposit Rs. 2000/- (Rupees Two Thousand Only) as security (refundable).

[If already a member], Please renew my membership ID _____ which expires on _____ . I have already deposited Rs.2000/- as security vide Receipt No. _____ dated _____ .

Recommendation of the Sponsoring Institution / Employer

This is to certify that Mr./Ms. _____ is employed as _____. We recommend that he/she may be enrolled as an external member of Library and Documentation Division, NCERT. His/her account will not be finally settled unless he/she produces “No demand Certificate” from the NCERT Library. Further in case of default on his/her part, this institution accepts full responsibility to pay full cost of outstanding books as per rules of the Library.

Signature of the employer/Authorised Officer

Office Seal

“OR”

Recommendation of Responsible Official of NCERT

Certified that Mr./Ms. _____ is known to me. I recommend that he/she may be enrolled as external member of Library and Documentation Division, NCERT I accept full responsibility and undertake to compensate the NCERT the cost of outstanding book(s) if any as per the rules of the Library.

Signature _____

Name _____

Designation _____

Official Seal _____

(For Library use only)

Mr./Ms. _____ may be enrolled as a member for one year having deposited Rs. 2000/- (Rupees Two Thousand Only) as a security.

Valid Date _____ I/C Circulation Section Date :

Head, LDD

Received _____ Readers ID Card with serial No. _____

Signature of the Applicant

Date

* The membership fee has been enhanced to Rs2000/- w.e.f. 01/10/2014