

**Library and Documentation Division (LDD)**  
**National Council of Educational Research and Training**  
**Sri Aurobindo Marg, New Delhi – 110016**

**APPLICATION FORM FOR TEMPORARY MEMBERSHIP**  
**(JPE/CONSULTANT/CONTRACTUAL STAFF)**

- 1 Name (In block letters): Surname \_\_\_\_\_ First Name \_\_\_\_\_
- 2 Present Designation : \_\_\_\_\_
- 3 Department : \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Employed (From date \_\_\_\_\_ to \_\_\_\_\_)
- 4 Address For Communication : \_\_\_\_\_  
\_\_\_\_\_  
Tel.No. \_\_\_\_\_ Mob.No \_\_\_\_\_ Email \_\_\_\_\_

Kindly enroll me as a member of Library and Documentation Division, NCERT up to \_\_\_\_\_  
I agree to abide by the rules of the library.

**Enclosed: 1) 2 passport size photograph**  
**2) Appointment order**

**Signature of Applicant**

**Recommendation of the Head of the Department**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that Mr./Ms./Dr. \_\_\_\_\_ is employed  
in our department as \_\_\_\_\_ upto date \_\_\_\_\_.  
We recommend that he/she may be enrolled as a member of Library and Documentation  
Division, NCERT. His/her account will not be finally settled unless he/she produces “**No Dues  
Certificate**” from Library and Documentation Division.

**Head of the Department**  
**Office Seal**

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**(For Library use only)**

Mr./Ms./Dr. \_\_\_\_\_ may be enrolled as a temporary member upto  
date \_\_\_\_\_

(I/C Circulation Section)

**Head, LDD**

Received computerized borrower's card with ID No. \_\_\_\_\_

Signature of the Applicant  
Date: