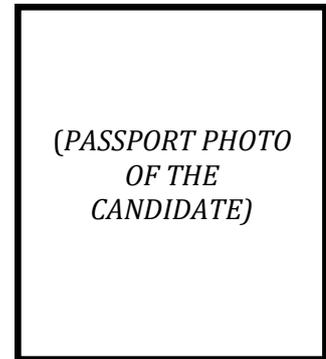




**Kohima Phom Baptist Church**  
Church Road, Middle PWD  
Post Box: 395; Kohima-797001, Nagaland

**APPLICATION FORM for the post of Office Assistant cum Cashier.**



1. Name in full (in block letter) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_  
(As per HSLC admit card)
4. Age (as on 31.01.2026) : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
5. Identification Mark : \_\_\_\_\_
6. Educational qualification : \_\_\_\_\_

Sl. No	Qualification	Institute	Year of passing

7. Work Experience : (provide work experience certificate as proof)

Sl. No	Worked as (designation)	Worked at (name of the institute/organisation)	From	Till

8. Name of the village : \_\_\_\_\_ District \_\_\_\_\_
9. Name of the tribe : \_\_\_\_\_
10. Present address : \_\_\_\_\_  
: \_\_\_\_\_
11. Contact Number : \_\_\_\_\_
12. Email ID : \_\_\_\_\_

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

Place : \_\_\_\_\_

(Signature of the Candidate)

**Required documents:**

1. Birth Certificate/Class X Admit Card
2. Class X & XII Pass Certificate
3. Degree Marksheet
4. Certificate in Computer Application
5. ST & Indigenous Certificate
6. Baptism Certificate & Recommendation/Testimonial Certificate from the Local Church
7. Work experience
8. NOC from the Present Work Place (if applicable).

**Terms and conditions:**

1. Age: 25 years to 40 years of Age as on submission of application
2. Candidates should be fluent in common Phom dialect.
3. Display of Shortlisted candidate & Date of Written Exam/interview on KPBC Notice Board: 16.03.2026
4. Incomplete Documents/not fulfilling the requisite qualification criteria will be summarily rejected.
5. No TA/DA will be given.
6. Candidates should produce all required original documents during the interview.
7. For any queries, E-mail: [sungdoklee@yahoo.com](mailto:sungdoklee@yahoo.com) or contact Phone number 9436604329/9436603609.