**APPLICATION FOR NON TEACHING POSITIONS**

Post Applied :

Branch/Discipline/Department :

Affix a

stamp size

photo

1. Name in full (in Capital letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address ( in capital letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone - Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Birth and age : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Religion : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Caste / Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whether SC/ST/OBC : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The earliest date suitable for

joining the post : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Minimum salary expected : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Academic Record from 10th onwards ( Please attach Xerox copies of Degree & PG Mark sheet)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Programme | College/Institute  & University | Year of  passing | Percentage/  CGPA | Class/  Division |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. Employment ( Particulars of Previous experience with positions )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Name of organization) | Position held with details of Pay scale & last pay drawn | Date of  joining | Date of  leaving | Nature of duties (please attach separate sheet, if required) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Professional Training Received, if any :
2. Family background :

Whether married or single: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male / Female \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Occupation | Designation/Organisation |
| Father |  |  |  |
| Mother |  |  |  |
| Spouse |  |  |  |

1. Name and addresses of three References (at least one of them should be familiar with your current work)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Reference 1 | Reference 2 | Reference 3 |
|  |  |  |
| Occupation & Position |  |  |  |
| Address |  |  |  |
| E-mail |  |  |  |
| Phone No. |  |  |  |

1. Do you have any near relations among the staff of this Institution?
2. ( Additional Remarks if any not covered in items 1 to 12 ) viz., special qualification / experience etc.,
3. Details of enclosure attached :

I hereby declare that all information given above are true to the best of my knowledge and belief.

Place :

Date : Signature of Candidate