

APPLICATION FORM FOR APPOINTMENT OF ADMINISTRATIVE STAFF

IMPORTANT INSTRUCTIONS

1. Please fill out the application form carefully and completely; if questions are not applicable, enter "NA". DO not leave questions blank.
2. A resume will be accepted for additional information it may contain, but not in place of a complete application.
3. If required additional space, attach supplement page(s).
4. Attach self attested copies of required Certificates and Testimonials as detailed in appendix.
5. Original documents should be presented at the time of interview.
6. Kindly sign at the bottom of every page to certify / validate the correctness of particulars filled in. Unsigned applications will not be considered.
7. Experience of less than 6 months in an organization will not be considered.
8. Experience obtained (10+2) level teaching or below will not be considered.
9. Post-eligible qualification experience will only be considered.
10. Experience obtained in part-time / visiting capacity will not be taken into accounts.
11. In case of published work, only number of publications already published is to be mentioned. The publications in press, in preparation etc will not be taken into accounts.

POSITION APPLIED FOR : _____

SPECIALIZATION : _____

Recent PP size
color photograph
to be affixed

I. Personal Details: (In Capital Letters)

Title (Dr./ Mr./ Ms.):	First Name	Middle Name	Last Name
Date of Birth (DD/MM/YYYY):	Marital Status:		
Nationality:	Category:	Gen <input type="checkbox"/>	SC <input type="checkbox"/>
		ST <input type="checkbox"/>	OBC <input type="checkbox"/>
Other:			
Blood Group:	Height (Cm.):	Weight (Kg.):	

II. Address & Contact Details:

House No.		Street:	
Locality:			
City:		Pin Code:	
State:		Country:	
Contact Phone Numbers:	Residence:	Mobile:	
Email Id:			

Signature of the Applicant

III. Educational Qualification

Level	Name of Course / Degree/ Diploma/ Certificate	Name of Institute/ College	Name of the University	Year of Passing	Duration (Years)	Full Time/ Part Time/ Correspondence/ Distance Learning	Specialization/ Subjects	% or CGPA	DIV.
X									
XII									
UG									
PG									
PhD									
Other									

IV. Employment Details (Starting from your current organization)

Name of the Organization & its Location (City)	Designation	Nature of Employment (Regular/ Part Time/ Visiting / Contractual)	Period			Specializations / Functional Area	Gross Salary (Per month)
			From	To	No. of Years		

V. Administrative/ Teaching Experience (Full Time)

Administrative Experience (in years)					
Teaching Experience (in years)		P.G. Classes (in years)		U.G. Classes (in years)	
Research Experience excluding years spent in M.Phil/ Ph.D (in Years)		Area(s) of Specialization			

I hereby affirm and certify that the information presented in this Employment Application Form and documents annexed with the Application Form are complete and honestly presented. I understand that falsification, misrepresentation or omission of any fact will be sufficient for the rejection of any offer of employment or disciplinary action or dismissal, if discovered at the later date.

Place: _____ Date: _____ Signature of the Applicant: _____