



APPLICATION FORM FOR NON TEACHING POSITIONS

(FILL UP SEPARATE FORM FOR EACH POST)

Advt. NoPost No.....

Post applied for.....

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Passport size
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SECTION – A: GENERAL

1. **Name in full** (In Block Letters) Dr./Mr./Mrs/Ms.....

2. **Date of Birth** (in words).....

3. **Father's/Spouse Name**.....

4. **Mailing Address**

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.....Pin

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Tel. No (with STD code).....Mobile.....E-mail ID.....

5. **Permanent Address**.....

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..... Pin Code

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6. **Marital Status**.....7. **Nationality**.....

8. **State of Domicile**

9. **Category:** SC/ST/OBC/PWD/General.....

(in case of PWD category, please indicate PH-OH/PH-HH/PH-VH)

(Please attach attested photocopy of Certificate)

10. **Religion:** Hindu/Muslim/Sikh/Christian/Neo/Buddhist/Zoroastrian/Others.....

11. **Present Employer**.....

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**SECTION B:****CATEGORY I: LEARNING AND EVALUATION RELATED ACTIVITIES****12. EDUCATIONAL QUALIFICATIONS (Starting with highest degree obtained):**

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/ award

(Please attach photocopies in support)

13. Details of Employment Experience: (In chronological order starting with the most recent)

(Attach separate sheet if necessary)

Sl. No.	Name of Employer/Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic salary last drawn, pay scale and Grade Pay	Nature of duties
			From	To		

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**14. Co-curricular, extension and professional development related activities**

- 1) Student related co-curricula, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).

Sl No.	Description



- 2) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

SI No.	Description

- 3) Professional development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, etc.)

SI No.	Description

CATEGORY III: PROFESSIONAL CONTRIBUTION

TRAINING COURSES AND CONFERENCES/SEMINARS/WORKSHOPS/PAPERS

15. **Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended.** (Please attach separate sheet, if necessary)

SI. No.	Name of Course attended	Sponsoring Institution	Duration From ___ to ___

16. **Papers presented in Regional/National and International Seminars/Conferences / Workshop/ Symposium. Indicate whether the Conference Proceedings are published.** (Please attach separate sheet, if necessary)

SI. No.	Title/Subject of paper presented	Subject of Conference / Seminar / Symposium / Workshop	Organizing Institution/ and Name of City/ Country	Duration From ___ to ___	Whether the proceedings published Yes/No



- 17. Lecture/Specific Lectured in Institutions of repute within the country and outside.** (Please attach a separate sheet if necessary)

Sl. No.	Title/Subject of Lecture delivered	Name and Place of Institution	Date of Lecture	Duration

OTHER MISCELLANEOUS INFORMATION

- 18.** (a) Membership / Fellowship of other institutions/professional societies:

- (b) Other activities/Responsibilities:

- (c) Any other relevant information, if not given above:

- 19.** (a) Has there been any break in your professional career? If so, give details.

- (b) Have you been punished during your studies at College/University? If so, give details.

- (c) Have you been punished during your services or convicted by a court of law? If so, give details.

- (d) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

- (e) Do you have any case pending against you in any court of law? If yes, give details.



20. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

21. If selected for appointment, what notice would you require for joining the post?

22. Names and Addresses of two Referees*:

- | | |
|-----------|------------|
| (i) | (ii) |
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| | |

(*Recommendations from two Referees, not related to the applicants, who are scholars closely acquainted with the applicant's academic training, accomplishment and capabilities, should preferably be obtained in **sealed envelopes** and attached with this application, or they be requested to send the recommendation(s) directly to the Recruitment Cell of the University indicating Advt. Number, Post Number and Post applied for **by post** (not by e-mail)

Please indicate how you fulfill the essential as well as desirable qualifications prescribed in the advertisement

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23. List of Enclosures:

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| | (a) Copies of Mark-sheets & certificate of educational Qualification & certificate of clearing NET/SLET/SET etc. |
| | (b) Copies of certificate of professional experience. |
| | (c) List of publications with details, reprints of papers published and acceptance letters (in case accepted papers/articles etc.) |
| | (d) Copies of other relevant certificate & documents |

24. **DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date: _____
Place: _____

(Signature of the Applicant)