

APPLICATION FOR EMPLOYMENT

Name of the Institute		<div style="border: 1px solid black; padding: 10px; width: 80%; margin: auto;"> Affix Your Latest Photograph Here </div>
Post Applied for:		
Reference		
Advertisement published on		
Name of the News paper		
Other, if any		

Personal Details

Full Name – Dr./Mr./Mrs./Miss (In Block Letters)		
	First name	Middle name	Last name
Father's / Husband's Name (In Block Letters)		
	First name	Middle name	Last name
Relationship in respect of above { Please Tick Mark (√)}	Father () Husband ()	Gender	Male () Female- () Transgender ()

Correspondence Address-
.....
.....Pin Code-.....

Permanent Address-
.....
.....Pin Code-.....

Personal Contact no- (1) (2).....	Residential Contact no-	Emergency contact no. (Relationship in respect of cont. no.)(.....)
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Email ID	Mother Tongue-	Nationality-
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Date of Birth: (DD/MM/YY)/...../.....	Age:	Birth Place-	Category: (Open/SC/ST/DT-NT/OBC/Other) Cast -.....	Married / Single:
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Languages known [Please Tick Mark (√)]

Sr. no.	Languages	Read	Write	Speak
1				
2				
3				
4				

Two references [To whom, we can contact to decide upon your application / association]

Sr. No.	Name	Address	Contact no.	Position in Society
1				
2				

ID Proof Details

1	PAN Card No.		2	Aadhar Card No.	
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Proficiency in use of Computer

Quality Awareness

a) Special course		a) ISO:	
b) MS – Office:		b) NAAC / NBA:	
c) Tally:		c) Any other info. :	
d) Any Other info.			

Other Activities

Extra Curricular Activities	
Awards & Achievements	
Workshops /Seminars/Trainings Attended	

Documents to be Attached with this form{ Please Tick Mark (√)}

Note- Originals documents for verification process + All Photocopies of documents should be self attested submitted with form(Hard Copies)

Sr. No	Documents	{Please Tick Mark (√)}														
1	An updated Curriculum Vitae (Resume) with Passport size photograph															
2	Educational Certificates (From SSC to Highest Qualification)															
	<table border="1"> <thead> <tr> <th>10th/SSC</th> <th>12th / H.S.C</th> <th>Graduation</th> <th>PG</th> <th>NET/SET</th> <th>M.Phill /PHD</th> <th>Any Other</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	10 th /SSC	12 th / H.S.C	Graduation	PG	NET/SET	M.Phill /PHD	Any Other								
10 th /SSC	12 th / H.S.C	Graduation	PG	NET/SET	M.Phill /PHD	Any Other										
3	Any additional Qualification Certificates															
4	Relieving certificate from the previous employer/s															
5	Experience Certificate from the previous employer/s															
6	Latest pay slip from the previous employer/s															
7	ID Proof –(Pan Card & Aadhar Card both)-(1 Copy each)															
8	Address proof – (Electricity Bill / Ration Card/ Passport / Aadhar Card)-Any one															
9	Age Proof-(School LC / Birth Certificate / Certificate of Age & Domicile/Passport)- Any one															
10	University Approvals (if any)															
11	Marriage Certificate / Gazette copy (if any)															

Educational Details

Examination Passed	Mention the Degree	Board / University	Mode (Distance / Regular)	Year of Passing	Percentage %	Class	Medium through which studied	Subjects of Specialization
10 th / S.S.C.								
12 th / H.S.C								
Graduation								
PG								
NET/SET								
M. Phil /								
Any Other								

Work Experience Details

Teaching Experience-Years.....Months	Industrial ExperienceYears.....Months	Total ExperienceYears.....Month

Sr. No.	Name of Organization	Designation	Period		Current / while Leaving Salary	Subjects Taught	Approval Status	Nature of Approval (Adhoc /Permanent)
			From	To				

Any other information:

I hereby confirm that all the information given in the application is correct & I am attaching the proofs of it as mentioned in this form.

Signature of the applicant: _____

(Name of Applicant: _____) Date: _____