

**DAV CENTENARY COLLEGE, NH-3, NIT,
FARIDABAD**

FORM OF APPLICATION FOR EMPLOYMENT FOR NON TEACHING POSTS

Sr. No.....

Application No.....

(To be filled by the office)

Note:-

1. The last date for receipt of application is.....
2. This application form and the bio-data should be properly filled.
3. Attested copies of all certificates/testimonials should be attached. Original will have to be shown at the time of interview.
4. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed form, and accompanied by the copies of certificates/testimonials, etc. **A copy of application on the prescribed form be also sent to the Dean of Colleges, M.D.University, Rohtak.**
5. Applications received after the due date or found incomplete may not be considered.

- a. Post applied for (Give the full name of the post)
- b. Name in full (in block letters).....
- c. Father's Name.....
- d. Present Postal Address(in block letters).....
.....
.....
- e. Mobile No.....E-Mail/Fax No.....
- f. Permanent Home Address.....
.....
.....

6. a. Nationality of the candidate.....
- b. Whether belongs to SC/BC.....
- c. Marital Status.....

7. a. Date of Birth.....
- b. Place of Birth.....

8. If you are employed, your present designation.....
.....

9. Reference: They should be professionally competent persons who are well acquainted with some aspects of the applicant's training accomplishment, capabilities, and the character but must not be relations. Two referees should be listed, and at least, one of them should be citizen of India.

1. Name:
Occupation or position:

Address:
 II. Name:
 Occupation or position:
 Address:

10. Have you ever been prosecuted, kept under detention of bound down, fined, convicted by a Court of law of any offence or debarred/disqualified by any University; Public Service Commission from appearing at its examination/selection? Is any case pending against you in any Court of law at the time of filling up of this application form? If the answer is 'Yes' full particulars of case, detention, fine, conviction, sentence, etc. should be given.

11. Educational Qualifications (From Matriculation onwards)

Exam Passed	Univ/Board	Roll No.	Year of Passing	%age of marks obtd.	Max. Marks	Marks obtd.
8 th Std.						
9 th Std						
Matric						
Hr,Sec/ Inter/12 th						
BA/B.Com/ B.Sc						
PG (if any)						
Any other exam.						

12. Experience

Name of the Employer	Designation of the post held	Duration of appointment From/To	Basic allowance Pay separately	Reasons for leaving

13. Basic Pay acceptable.....
 14. Total Experience.....
 15. Period required for joining the post, if selected.....
 16. List below the certificates and testimonials (attested copies) attached.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment.

Place

Date..... (Signature of the Candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Shri.....who is at present working as
 In this.....Department/Organization for the post of.....
 In the.....is forwarded and recommended for consideration. In case he is selected for employment in thehe will be relieved from his present position on..... notice.

Place:
 Dated:

Signature of the Head of the office/Organization
 (Seal of office)