28-01-2013

Form Cost Rs.200/- **Sr.No…………**

DAV CENTENARY COLLEGE, FARIDABAD

APPLICATION FORM EMPLOYMENT FOR NON TEACHING STAFF

1. Post applied for (Give the full name of the post (Advt. No .)

2. Name in full (in block letters):

3. Present Postal Address (in block letters)

4. Telephone no, if any

5. Permanent Home Address

6. Father's Name

7. (a) Nationality of the candidate

   (b) Whether belongs to S.C./B.C. YES NO
   If yes, attach certificate

   (c) Marital Status

8. (a) Date of Birth

   (b) Place of Birth

9. If you are employed, your present designation

10. Reference: There 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.

i) Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Occupation or position: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Address: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
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☐☐

ii) Name : ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Occupation or position: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Address ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
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11. Have you ever been prosecuted, kept under detention or bound down, fined, convicted by a court of law of any offence or debarred disqualified by any university, if any case is pending against you in any court of law at the time of filling up this application form? If the answer is 'YES' full particulars of the case should be given.

12. Educational Qualification (from Matriculation onwards)

Exams. Passed	Univ./Board	No. of Attempts	Roll No.	Yr. Of Pass-ing	%age	Max. Marks	Marks obtained	Subjects taken
Matric								
Hr. Sec.								
B.A./ B.Com./ B.Sc.								
Other Qualifi-cation (if any)								

13. Typing Speed English ☐☐☐☐☐☐☐☐☐☐☐☐☐☐ W.P.M.
Hindi ☐☐☐☐☐☐☐☐☐☐☐☐☐☐ W.P.M.

14. Experience (if any)

Name of the Employer	Designation of the Post held	Duration of appointment from to	Basic pay allowances separately	Nature of Job	Reason for leaving

15. Total Experience ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

16. Basic Pay Acceptable …….

17. Period required for joining the post, if selected ……

18. List below the certificates and testimonials (attested copies) attached.

1. _____ 2. _____
3. _____

DECLARATION

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. If any information submitted by me is found false/incorrect at any stage, my candidature/appointment will automatically be treated as cancel.

Place: _____ (SIGNATURE OF THE CANDIDATE)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Sh. _____ who is at present working as _____in the_____ Department/Organisation for the post of _____ in the _____ is forwarded and recommended for consideration. In case, he/she is selected for employment in the _____ he/she will be relieved from his/her present position on _____ notice.

Place **Signature of the Head of the office / Organisation**

Dated **(Seal of office)**

Note: One photocopy of complete application form is required to submit to the dean, College Development Council, M.D. University, Rohtak.