

The candidate should attach five photostat copies of this form along with the original	<b>DAV UNIVERSITY</b>	Website: <a href="http://www.davuniversity.org">http://www.davuniversity.org</a>
	<b>Village Sarmastpur, NH-44, Jalandhar</b>	Serial No. _____
	<b>Application for Non-Teaching Post</b>	
	<b>(Use separate form for each post)</b>	

Name of the Post:	<b>(For Office Use)</b>
	Diary No.
	Date

<b>A. Name in Full (In block letters) Mr./Mrs./Ms</b>		Affix recent passport size photograph
Father/Husband Name: _____		
Mother Name: _____		
Date of Birth: _____	Place of Birth: _____	
Nationality: _____	Marital Status: _____	
Member of Scheduled Caste/Tribe/Backward Class/ Physically Handicapped (If Yes, Please Attach certificate from Tehsildar /Magistrate I Class of the area).		
<b>B. Addresses :</b>		
Permanent address (in block letters): _____		

Present Address: (for Correspondence) (in block letters): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone/Mobile No. \_\_\_\_\_ E-mail: \_\_\_\_\_

**C. Minimum Pay acceptable:** \_\_\_\_\_ **Joining time needed, If selected** \_\_\_\_\_

**D. Educational Qualification:** (Please attach one set of attested copies alongwith original application only)

Examination	Univ/Board	Main Subjects	Year of Passing	Marks Obtained (with max marks)	%age of Marks	Class/Divn./ Grade (attach conversion formula)	Merit/Prizes /Medals won if any.
1. Matric				Marks)			
2.10+2/Pre-Med / Pre-Engineering							
3. B.A/B.Sc/B.Com. etc.							
4. M.A/M.Sc/M.Com. etc.							
5. M. Phil							
6. Ph. D.							
7.Any other Exam. (please specify)							

**E. Professional Training:**

S. No.	Organisation	Period		Details of Training
		From	To	

**F. Employment Experience** (details in chronological order, starting with first job)

Name & Address Employer/Institution	Date of		Designation	Nature of Job	Pay Scale (Basic + Grade Pay)	Reason For Leaving
	Joining	Leaving				

G. If retired, last pay drawn with pay scale :

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H. Proficiency in (give evidence) :	Typing	Shorthand	Computing
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I. National/International Awards / Fellowships

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J. Paragraph of self-evaluation regarding different fields of activity relating to the job:

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K. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character but must not be relations. At least two of them should be citizens of India. Supervisor of each major employment and present or most recent employment must be listed.

Name	Occupation/Position	Address
1 . _____		
2 . _____		
3 . _____		

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L. Additional Information: (No annexure need be enclosed)

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M. Whether willing to join as Temporary/Contract/Guest Faculty if not selected on regular basis Yes / No

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N. List of Enclosures:

1 . \_\_\_\_\_ 2 . \_\_\_\_\_ 3 . \_\_\_\_\_ 4 . \_\_\_\_\_  
5 . \_\_\_\_\_ 6 . \_\_\_\_\_ 7 . Draft No . \_\_\_\_\_ Dt \_\_\_\_\_ Amount \_\_\_\_\_

O. Declaration: I solemnly declare that:

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the DAV University, Jalandhar
- ii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service
- iii) If selected I will abide by the rules and regulations of the DAV University and work with full dedication and professional ethics.
- iv) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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Signature of Applicant

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Signature of Employer With  
Official Seal