



Nava Nalanda Mahavihara, Nalanda

(Deemed University)

Nalanda - 803111



Sl. No.

(FORM NO. 1)

APPLICATION FORM FOR NON-TEACHING POSTS

Please fill up separate form for each post

| | | |
|------------------------|--------------------------|---|
| Advt. No. _____ | D.D. No. _____ | Affix here a Passport size Photograph and Sign across |
| Post Code _____ | Rupees _____ Dated _____ | |
| Post applied for _____ | Issuing Bank _____ | |
| Department _____ | | |

I. General Information:

1. Full Name in block letters. Dr/Mr/Ms.
 2. Date of Birth (In Words)
 3. Sex: (Male/Female):
 4. Father's/Husband's Name
 5. Mailing Address
.....
..... Pin Code Tel. No.
Mobile No. E-mail
 6. Permanent Address
.....
..... Pin Code
 7. Marital Status 8. Nationality.....
 9. Sate of Domicile 10. Category: Gen/SC/ST/OBC/PwD/EWS etc.....
- If belonging to SC/ST/OBC/PwD/EWS etc. attach certificate _____

11. Educational Qualifications (Starting with highest degree obtained):

| Sl.No. | Examination Passed | Name of the College/ Board/ University | Year | Division/ Grade | Percentage of Marks | Subjects |
|--------|--------------------|--|------|-----------------|---------------------|----------|
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12. Technical Qualifications:

| Sl. No. | Examination Passed | Name of Institution Passed | Speed per minute in shorthand | | Speed per minute in typing | |
|---------|--------------------|----------------------------|-------------------------------|-------|----------------------------|-------|
| | | | English | Hindi | English | Hindi |
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13. Work experience:

| Sl. No. | Name of post | Date of Joining | Date of leaving | Last Salary drawn with scale of pay | Particulars and place of the Instt. Where employed | Reasons for leaving the post | Remarks if any |
|---------|--------------|-----------------|-----------------|-------------------------------------|--|------------------------------|----------------|
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14. Any position of authority held or distinction gained at schools or colleges including games & sports & other special activities.

15. Names and addresses of two responsible persons, not related to the applicant but well acquainted with him/her in private life about work, conduct etc., of the applicant.

| Sl.No. | Name of referee | Address | Period: he has known the applicant |
|--------|-----------------|---------|------------------------------------|
| 1. | | | |
| 2. | | | |

16. Additional details, if any
 (Applicant may mention here any special qualification or experience which has not been given under the above heads. If the space-provided is insufficient, necessary particulars may be given on a separate sheet of papers which should be attached with the application.)

17. If appointed, what notice period would you require for joining the post:

DECLARATION

I declare that the entries made by me in the above columns are true to the best of my knowledge and belief and that all attested copies or certificates and testimonials, list of publications, and other paper submitted, as enclosures have been certified by me.

I solemnly affirm that if the above declaration is found to be incorrect or if it suppresses any fact my services with the University shall stand immediately terminated without notice. In this matter decision of the University authorities will be final and binding on me.

Place:
Dated:

(Signature of the Applicant)

FORWARDING AUTHORITY / EMPLOYER'S ENDORSEMENT

This is to certify that Dr./Mr./Ms. _____ is working as _____ from _____ on regular/contract/tenure/ _____ appointment in our organization. The above details given by him/her verified and found correct. No vigilance/disciplinary case is pending or contemplated against him/her. He/she will be relieved on deputation/direct recruitment basis in the event of his selection to the post applied by him.

Place: _____
Date: _____
Fax: _____
E-mail: _____

(Signature of Head of the Institution)
Name: _____
Designation: _____
Address: _____

(Rubber Stamp)

NOTE:

Applicants who are in service should submit their applications through proper channel.