**FOR PURELY TEMPORARY NON-TEACHING POST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **For Office Use Only** | | | | | | | |
| **Inward No.** |  |  | **Est. No.** |  |  | **Sr. No.** |  |
| **Date** | **\_\_\_/\_\_\_/2021** |  | **Date** | **\_\_\_/\_\_\_/2021** |  |  |  |
| **Section** | **Establishment** |  |  |  |  |  |  |

 **Bhakta Kavi Narsinh Mehta University**

Govt. Polytechnic Campus, Bhakta Kavi Narsinh Mehta University Road

Khadiya, Junagadh, Gujarat (India) - 362 263

Ph. 0285-2681400 / Fax: 0285-2681503

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# Application form for the Non-Teaching Post

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Advertisement No. 03/2021 , Dated : 03/08/2021** | | | | Affix the  3.5 c.m X 3.5 c.m. Self-Attested latest Photograph only |
| **Name of the Post: (**Post Applied for): | | | |
| **Demand Draft No.** |  | **Date:\_\_\_/\_\_\_\_/2021 Rs. /-** | |
| **Name of Bank** |  | **Branch** |  |
| **Payable at Branch** |  | **City** |  |

**IMPORTANT:** **Before filling in the form please read the form, Instructions and Qualification criteria carefully.**

|  |  |  |
| --- | --- | --- |
| 1. | (In Block letters) Name in full: Mr./Mrs./Ms./Dr. |  |
|  | Father’s Name |  |
|  | Mother’s Name |  |

2.(i) Please Tick mark **(√)** appropriate column. Please enclose Caste Certificate of appropriate authority, if applicable.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.C.** | **S.T.** | **SEBC** | **PH** | **EWS** | **Open** | **Other** |
|  |  |  |  |  |  |  |

(Attach a certificate from the competent authority with Caste validity certificate for S.C./S.T./ Socially and Educationally Backward Class (**SEBC)** /PH/ EWS Certificate.) (SEBC candidate must be attached Non-Creamy layer certificate)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (i) | Caste Certificate No. |  | | Issue Date |  |
| (ii) | Name of Issuing Authority | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3.** | **Date of Birth** | **Date** | | **Month** | | **Year** | | | |  | **Age (Years)** |
|  | In figures |  |  |  |  |  |  |  |  |  |  |
|  | In Words(Capital) |  | |  | |  | | | |  |

(A true copy of the Higher Secondary School Leaving Certificate in which the Birth Date is registered should be enclosed.)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | Birth Place |  | | Tal. |  | | Dist. |  | State |  |
| B | Native Place |  | | Tal. |  | | Dist. |  | State |  |
| C | Race & Religion | |  | | Nationality |  | | Mother tongue | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.** | Please Tick mark (**√**) appropriate column | Married | Unmarried |
|  |  |

**5**. Full Name & Address for correspondence (In Block Letters)

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:** | | **Permanent:** | |
| City |  | City |  |
| Pin code |  | Pin code |  |
| Tal. |  | Tal. |  |
| Dist. |  | Dist. |  |
| State |  | State |  |
| Phone No |  | Phone No |  |
| Mobile No. |  | Mobile No. |  |
| E-Mail |  | E-Mail |  |

6. Educational Qualifications : Examinations passed (Attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached) :

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Examination  Passed | | Principal Subject | Subsidiary Subject | Name of the University or Examination Body | Total Marks with Class, Grade, Exact percentage (%) | Year & Month of Passing the  Examination | No. of attempts for passing  each of the examinations | Language in which studies were carried out | **Encl. at Page No.** |
| **1** | **2** | | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 1 | S.S.C | |  |  |  |  |  |  |  |  |
| 2 | H.S.C. | |  |  |  |  |  |  |  |  |
| 3 | **Bachelor’(Specify Degree)** | **I Sem** |  |  |  |  |  |  |  |  |
| **II Sem** |  |  |  |  |  |  |  |  |
| **III Sem** |  |  |  |  |  |  |  |  |
| **IV Sem** |  |  |  |  |  |  |  |  |
| **V Sem** |  |  |  |  |  |  |  |  |
| **VI Sem** |  |  |  |  |  |  |  |  |
| **If semester system is not followed please give details of last year consolidated marks** | |  |  |  |  |  |  |  |  |
| **4** | **Post Graduation** | **I Sem** |  |  |  |  |  |  |  |  |
| **II Sem** |  |  |  |  |  |  |  |  |
| **III Sem** |  |  |  |  |  |  |  |  |
| **IV Sem** |  |  |  |  |  |  |  |  |
| 5 | Other | |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | Computer Knowledge | YES/NO | Duration of Course and Date |
| CCC/ Other |  |  |

(7) Details of Experience :

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name & Address of the Employer where Employed | Designation (Type of work) | Date of joining | Date of Leaving | Year | Month | Grant-in Aid/ Self Finance/ Private | Full time/ Part time/ Adhoc | Basic Pay & Pay Scale or Fixed pay | Reason for leaving Previous Employment | Encl at page No. |
| **Total Experience** | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

(08) Present Position :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name & Address of the Employer where Employed | Designation | Work Done | Grant-in Aid/ Self Finance/ Private | Full time/ Part time/ Ad hoc | Basic Pay or Pay Band & A.G.P. OR Fixed Pay | Date of appointment | Encl at page No. |
|  |  |  |  |  |  |  |  |

(9) Languages Known Tick mark (**√**) appropriately :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Language | Read | Write | Speak |
| 1 | English |  |  |  |
| 2 | Gujarati |  |  |  |
| 3 | Hindi |  |  |  |
| 4 |  |  |  |  |

(10) Name, address and Phone No. of not more than two persons to whom reference can be made:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Full Address | Phone No./ Mobile No. | Period for which he/she has known to the candidate |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**DECLARATION**

I hereby solemnly affirm that the information given in this application form is true and correct to the best of my knowledge and belief. I also affirm that I have never been convicted by any court of law or suspended / dismissed by any employer/organization from job. I understand that if any of the information given by me in this form is found incorrect, my candidature is liable to be cancelled at any stage without assigning any reason. I confirm that I shall abide by the decision/s of the University with regard to my application.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Signature of the Candidate**

**Date: ­­­**

**Place:**

**Forwarded through:**

**(For employed candidates only)**

I herewith forward the application of \_\_\_\_\_\_\_\_\_\_\_\_\_ for the post of \_\_\_\_\_\_\_\_\_\_\_ at the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Bhakta Kavi Narsinh Mehta University, Junagadh. He/She is working as an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in our organization on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_basis. We have **"No Objection"** to his application being considered and, if selected, for his/her appointment as to the concerned post in your University.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and signature of the competent**

**authority with seal**

|  |  |  |
| --- | --- | --- |
| **Note :** | (i) | **All Copies of Marksheet / Certificates should be Self Attested.** |
|  | (ii) | List of enclosures attached by the applicant should be arranged strictly in the following order which enclose : **Please tick (√)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** No. | **Details Enclosed with Application Form** | **(√)** | Encl. at Page No. |
|  | **Educational Qualifications Certificates** |  |  |
|  | Application Form with Photograph & Separate Sheet. |  |  |
|  | Caste Certificate (If necessary) |  |  |
|  | Higher Secondary School Leaving Certificate. |  |  |
|  | S.S.C. / H.S.C. all Marksheet. |  |  |
|  | F.Y.,S.Y. & T.Y. all Marksheet |  |  |
|  | Postgraduate’s Degree -Previous & Final Year all Marksheet |  |  |
|  | Experience Certificates |  |  |
|  | CCC Certificate or Other |  |  |
|  | DD of Prescribed Fees |  |  |
|  | Other Qualifications Certificates |  |  |