

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA



APPLICATION FORM FOR EMPLOYMENT OF NON- TEACHING POSTS INCLUDING C.O.E

IMPORTANT NOTE : The candidate is required to fill up this form in his/her own handwriting and attach self- attested photocopies of all the certificates / testimonials. Candidate should read the instructions etc. on the university website www.cdлу.ac.in carefully before filling up this application form.

Application No.
(To be filled in by the office)

A passport size
recent photograph
of the candidate
duly attested by a
gazetted officer
must be pasted
here

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- 1 a) Post applied for (Give the full and correct name of the post) _____
b) Advertisement No. _____

- 2 a) Name in Full (in block letters) _____
b) Father's Name _____
c) Mother's Name _____

- 3 a) Present Postal Address _____
b) Permanent Address _____

- c) Phone No. with STD Code _____
Mobile No. _____
d) Email Address _____
- 4 a) Date of Birth _____
b) Age as on last date of receipt of application (.....YY.....MM.....DD.....)
c) Place of Birth _____
- 5 a) Nationality of Candidate _____
b) Do you belong to SC/BC/Ex-Serviceman/ DAP Category ? _____
(If yes, attach a certificate from the competent authority)
c) Male/Female/Transgender _____
d) Marital Status (Married/Unmarried) _____
(If married, whether you have more than one living wife/husband)
- 6 a) Present employment, if any, with pay & grade (State whether on adhoc/temporary/probation/permanent) _____
b) Date of next increment _____
c) Name of Employer _____
d) Have you obtained prior permission of your present employer for submitting his application? _____
e) Basic pay acceptable, if selected _____
f) Period required for joining the posts, if appointed _____

- 7 a) What is your mother tongue? _____
 b) Name the languages which you can read, write and/or speak. Give particulars and examination(s), if any, passed in each.

Read only	Speak only	Read & Speak	Read, Write & Speak	Examination(s) Passed

8 a) Have you ever been disqualified from appearing in any University Examination/undertaking University work (Say Yes or No) _____

b) Are you a dismissed employee? (Say Yes or No) _____

9 i) Whether any criminal case has been registered against applicant (Yes/No) _____

ii) Whether applicant has been charge-sheeted for any criminal offence? If yes, the details thereof _____

iii) Whether applicant has been convicted by any competent court for any criminal offence? If yes, the details thereof _____

Bank Draft No.Date.....Amount Rs.

OR

University Receipt No.Date Amount Rs.....

ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THIS APPLICATION

11. REFERENCES : These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be related to the candidate. Two references should be listed and at least one of them should be a citizen of India.

For Controller of Examinations; Attach recommendation letters. For applicants having done Doctoral Research, the Research Supervisor must be listed.

i) Name _____
 Occupation or Position _____
 Address with E-mail. _____

ii) Name _____
 Occupation or _____
 Position Address _____
 Address with E-mail. _____

12. Educational Qualifications (from Matriculation onwards)

Exam. Passed	Subject	Univ./ Board	Year of Passing	Class or Division	Max. Marks	Marks Obtained (Accurate)	% of Marks	Distinctions, if any
Matric								
Hr. Sec./ Pre-Univ./ Inter/10+2								
B.A./B.Sc./ B.Com.								
M.A./M.Sc./ M.Com.								
M.Phil.								
Ph.D (Date of Regn. of Ph.D.)								
NET/SET/etc.								
Any other exam								

Note:- Attested copies/self attested copies of certificates in support of qualifications be attached with this application.

13. Topic of Research of Ph.D., if any.

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14. (a)Detail of specialized knowledge /Field of Specialization

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(b) Speed in shorthand / Type writing/Computer Typing _____/_____/_____w.p.m.

(c) Course (s) in Computer : _____(Attach Certificate(s))

15. Employment : - Give particulars concerning previous employment (s).

Name of Employer/ Institution	Designation of the Post held and its pay scale	Duration of appointment		Basic Pay & allowances separately	Reasons for leaving
		From	To		

16. Total experience : (teaching **Administrative** /position/post) as per requirement for the post applied for.

Experience (To be mentioned from the date of meeting the eligibility requirement for the post applied).

Post held	Name of the College/Institution	Nature of Post Whether permanent/ Regular/ Adhoc/ Contractual with pay scale/Consolidated Salary	From	To	Total			UG Experience	PG Experience
					Yrs.	M	D		

17. Any other information (Please attach Separate Sheet as per requirement of the post).

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I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the **CDLU, Sirsa**. In case of any information/document(s) submitted is found false/incorrect/wrong, my candidature/selection is liable to be cancelled and legal action can be taken against me.

Place

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Date.....

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr. , who is at present working as in the (Deptt./Organization) is recommended and forwarded for consideration for the post of to the Registrar, CDLU, Sirsa. In case, he/she is selected for employment in the CDLU, Sirsa, he/she will be relieved of his/her present position.

Place

Date.....

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