

RAJGIR, DIST. - NALANDA, BIHAR- 803 116

Affix latest selfattested Passport size coloured Photograph

(An International University established by an Act of Parliament)

## **APPLICATION FORM FOR NON-ACADEMIC POSTS**

(Advertisement No. 02/2018 dated 28 May 2018)

Please go through the instructions to candidate's along with the detailed advertisement on University website before filling up the Application Form. All the fields are mandatory. Duly filled application form alongwith the copies of your educational qualification and professional experience, curriculum vitae, etc. should be scanned and sent as pdf attachment (Merge all the documents in one file) to recruitment@nalandauniv.edu.in.

Post applied for:				Post Co	oae:	 		
Draft Amount Rs		/- (Rs	. in words				)	
Demand Draft No:		D	ated:			 		
1. Name: (In Capital Letter)								
2. Mother'name:								
3. Father's name:								
4. Gender:	Male	Female	Others					
5. Date of Birth & Age AGE (On Last date o			YEARS _	M	ONTHS <sub>.</sub>	 DAYS		
6. Marital Status:			7. Nationality_					

8. Address for correspondence														
·														
9. Permanent Address:														
City / District:									PIN	۱:				
State:														
10. Contact Details:														
Telephone No:				M	1obil	e No	.:							
Email-ID:	 	 	 											

## 11. Academic Qualifications:

<b>Examination Passed</b>	Subjects	Name of	Mode of Study	Mark Details			Course
		the	(Regular/	Marks	Total	% of	Duration &
		University/	Private/	Obtained	Marks	marks/	Year of
		Institute	Distance			CGPA	Passing
			Learning)			obtained	
Matriculation							
12 <sup>th</sup>							
Graduation							
Post-Graduation							
Other Courses							

mentioned.	Experience (Pl.	Designation			Pay	Total	Nature of	Reasons f
Organisation /Institution	Institutions: Central Govt./ State Govt./ Autonomous/ PSU/ Private	& Nature of Engagement (Permanent/ Temporary/ Contract)	From	To	Scale	Monthly Pay	Duties performed	Leaving
_								

Read

12. Language:

Speak

Write

Computer Skills	Your Competence (Choose Any one)
	Expert/Good/Average
Typing	
MS Office	
Internet Applications	
Any Other (Please Specify)	

Name & Address of three (03)	Referees under whom you have wo	orked
Name & Address of three (03)	Referees, under whom you have wo	orked
Name & Address of three (03)  Name:	Referees, under whom you have wo	orked Name :
Name :	Name:	Name :
Name : Designation:	Name : Designation:	Name : Designation:
Name : Designation:	Name : Designation:	Name : Designation:
Name : Designation: Name of the Organization:	Name : Designation: Name of the Organization:	Name : Designation: Name of the Organization:
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Name : Designation: Name of the Organization: Address:	Name: Designation: Name of the Organization: Address:	Name: Designation: Name of the Organization: Address:

Note: Referees should not be close relatives and they should have closely supervised the work of the Official

word	other information that you consider relevant to support your application (In 15)
word	us)
List	of Enclosures to be scanned and emailed along with Application Form.
1.	Application Form with Photograph
2.	Date of Birth certificate
3.	All Educational certificates and Mark sheets from Matriculation onwards till th
	Highest Qualification obtained.
4.	All the Experience certificates (Present and Previous)
5.	Full CV
6.	Any Other certificate/Testimonial
CAN	NDIDATES UNDERTAKING
I	Son/daughter/wife of
resid	dent ofhereb
sole	mnly declare that the information made in this application as above is correct an
com	plete to the best of my knowledge and belief, and that no information has bee
conc	cealed or suppressed and if there has been suppression of any factual information
my s	services can be terminated any time during my services, if selected. I also undertak
to oł	bserve all the instruction to the candidates.
Plac	ee: Signature of the Applicant
Date	e: Name of the Applicant

EMPLOYERS CERTIFICATE						
(Applicable for In-service Candidates working in Government	nt/PSU/Autonomous Bodies)					
Certified that Shho	olds the post of					
on substantive/temporary/contract basis in the Pay s	cale of					
in the Department /Organisation						
This office has no objection for consideration of his/her application and in case of selection he/she will be relieved as per rules. The particulars as furnished above has been duly verified by this office/organisation. Further there is no vigilance enquiry/disciplinary proceeding either pending or being contemplated and no penalties have been imposed against the candidate.						
Date:	Name & Signature with Office seal					
	Designation:					
	Mobile No. /Phone No.					
	Email ID:					

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