

**Appendix - A**

RAJGIR, DISTRICT NALANDA, BIHAR-803116

**(An International University with Ministry of External Affairs, established by an Act of Parliament)**

**Advt. no. NU/Engg/89/2019-20/01 dated 02.11.2019**

**Application Form**

Kindly go through the detailed advertisement on University website before filling up the Application Form. All the fields are mandatory. Dully filled application form along with scanned copies of all the relevant certificates/ documents must be sent to the email: recruitment@nalandauniv.edu.in in pdf format on or before the closing date of the advertisement.

**Affix latest passport size coloured photograph**

**Position Applied for: …………………………………………..**

1. Name (In Capital Letter): …………………………………………

2. Mother’s Name: ………………………………………………………………………..

3. Father’s Name: ……………………………………………………………………….

4. Gender (Male/Female): ……………………………………………………………….

5. Date of Birth (DD/MM/YYYY): ………………………………………………..

7. Nationality: …………………………………………….

 8. Contact No.: …………………………………….............

8. Aadhar Number (or any other ID number): ………………………………

9. E-mail …………………………………..

10. Permanent address:

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….……………………………………………………………………………………………………………………

11. Address for Correspondence:

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12. **Academic Record:** (attach scan copies of relevant documents in jpg/pdf format)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Examination | Name of School/ College/ University/ Institute With city and state | Year of Passing | Subjects | Marks Scored | Total Marks | % of Marks/ CGPA obtained | Division |
| Senior Secondary (10th) |  |  |  |  |  |  |  |
| Higher Secondary (12th) |  |  |  |  |  |  |  |
| Diploma/ Graduation |  |  |  |  |  |  |  |
| Masters |  |  |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |  |  |
| Any Other(M.B.A./M.C.A) |  |  |  |  |  |  |  |

13. **Work Experience** (For detailed submission separate sheet or complete CV may be enclosed. Enclose self-attested scanned copies of appointment letters, experience certificates, reliving orders, and last salary slip etc. in proof of multiple experiences):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position | Name of the University/Institution and address | Duration | Nature of the assignment(regular/contract/adhoc) | Pay scale/ remuneration | Key Activities |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

14. Any recognition/certification/accreditation/Paper presentation/Workshop/Seminar (If any):

 1.

 2.

 3.

 4.

15. Any other relevant details:

16. Languages:

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
| English |  |  |  |
| Hindi |  |  |  |
| Any other |  |  |  |

17. Please specify familiarity with Computers:

|  |  |
| --- | --- |
| Knowledge of Computers with expertise in MS Word/ MS Excel/ MS PowerPoint and other Microsoft Office Skills/ Internet applications etc. | **Please Specify if:****(Average/Good/Expert)** |
| Knowledge of AutoCAD, and any other Construction Project Management software, etc. | **Please Specify if:****(Average/Good/Expert)** |

18. Why do you wish to join Nalanda University and how this will help you in achieving your career goals? (150 words)

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**Declaration**

I hereby declare that:

1. I have carefully read all the details in the advertisement published on the University website.
2. I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date:

Place: Signature