

RAJGIR, DISTRICT NALANDA, BIHAR-803116

**(An International University with MEA, established by an Act of Parliament)**

Advt. No. Walk-in/02/2020-2021 Date: 03.09.2020

**Application Form for Non-Teaching Positions (Walk-in-Interview)**

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 self-attested copies of all the relevant certificates/ documents must be brought at the time of Interview.

**POSITION APPLIED FOR: ASSISTANT (ADMINISTRATION/ACCOUNTS/COMMUNICATION)**

**Affix latest passport size coloured photograph**

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 Address: ……………………………………………………………………………………………………………………….

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)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of School/ College/ University/ Institute With city and state** | **Year of Passing** | **Subjects** | **Marks Scored** | **Total Marks** | **% of Marks/ GPA obtained** | **Division** |
| **Senior Secondary (10th)** |  |  |  |  |  |  |  |
| **Higher Secondary (12th)** |  |  |  |  |  |  |  |
| **Graduation** |  |  |  |  |  |  |  |
| **Masters’** |  |  |  |  |  |  |  |
| **Any Other** |  |  |  |  |  |  |  |

13. Work Experience:

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

14. Extracurricular Activities/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 any one (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