



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)

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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**Affix latest
passport size
coloured
photograph**

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/ GPA obtained	Division
Senior Secondary (10 th)							
Higher Secondary (12 th)							
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.	<u>Please Specify any one (Average/Good/Expert)</u>
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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