SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Advertisement No. : _____

APPLICATION FORM
FOR GRADE 'A' 'B' & 'C' NON-TEACHING POSTS

Note: (i) Do not detach any sheet
Fill up all columns of all sheets.
(ii) The application should either be filled neatly in the candidates' own hand or type written.

A self attestedcoloured passport size photograph of the candidate must be pasted here. This is essential.

1. Post applied for
(Give the full name of the post) _____

2. (i) Name in full
(in block letters) _____

(ii) Gender (Male/Female) _____

3. Present postal address _____

(in block letters) _____

_____

4. (i) Aadhaar No. (desirable, but not mandatory) _____

(ii) Mobile No. _____

5. (a) E-mail ID _____

6. Permanent Home Address _____

_____

7. (a) Father‟s Name _____

(b) Mother‟s Name _____

8. (a) Nationality of candidate _____

(b) Name of country, if foreign national _____

(c) Religion _____

(d) Category _____

9. (a) Date of birth _____

(b) Place of birth _____

(c) Place of permanent domicile _____

(d) Marital status _____

(e) Do you belong to SC/BC(A)/BC(B) _____

(f) Are you fall under ESM category _____

(g) Are you fall under Freedom Fighter category _____

(h) Are you fall under Eligible Sports Person Category _____

(i) Are you 'Person with Disability" (PwD) _____

If so, attach certificate in support thereof.

10 (a) Name, designation and address of the present employer, if any. _____

_____

_____

(b) Have you obtained the permission of your present employer for submitting this application/attending an interview, if any, and for accepting this appointment, if selected? _____

(c) If selected, please state when you can join _____

(d) Present Pay

(i) Scale of pay/Pay Level _____

(ii) Basic pay _____

(iii) Allowances excluding house rent and city compensatory allowance. (give name and amount of each allowance) _____

(iv) Date of next increment _____

11. Names and addresses of two referees not in relation to you, to whom you are known personally (if you are employed, your present employer must be one of the referees)

(i) _____

_____

(ii) _____

_____

12. Whether any of your relative is employed in this University, If so, give details. _____

13. (a) What is your mother-tongue? _____

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted/kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form?

If the answer is „Yes" full particulars of the case, detention, fine, conviction, sentence etc. should be given.

_____

_____

15. Employment Record:

Designation of post held and description of work	Period From (Give month & year both)	To	Pay scale /Pay Level	Pay drawn (Basic pay+ allowances except HRA/ CCA)	Full address of office/department	Reason for leaving the post

16. Details of academic qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

17. Have you applied for any other post in this University? If so, name all the posts including this one:-
(i)_____(ii)_____

(iii) _____(iv)_____

18. From which newspaper or other source you have come to know of this vacancy. _____

19. Applicants for ministerial post may mention computer typing speed. _____

20. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary):_____

_____

_____

21. List of certificates and testimonials (attested copies) attached:-

(i) _____ (ii) _____
(iii) _____ (iv) _____
(v) _____ (vi) _____
(vii)_____ (Viii)_____

I certify that the above information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment.

Place: _____

Date _____

(Thumb impression of the candidate if test is involved. In case of male Candidate left hand thumb impression and in case of female righthand thumb impression)

_____
(Signature of the candidate)

CHECK LIST

(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 05 years and in case the service period is less than 05 years then from the date of joining.)

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/ Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his service record.

Head of the Institution

(S E A L)

_____

(Name in block letters)

Place:_____

Date: _____