

Advt. No. ....



Dated: .....

**B.P.S. Mahila Vishwavidyalaya,  
Khanpur Kalan,  
Sonipat.**

**APPLICATION FORM FOR VACANCIES  
(Non-Teaching)**

**SCHOOL/INSTITUTION/DEPARTMENT APPLIED FOR:**

- School of Engineering & Sciences
- Department of Laws
- Department of English
- Department of Foreign Languages
- B.P.S. Institute of Polytechnic
- M.S.M. Institute of Ayurveda
- B.P.S. College of Education
- B.P.S. Memorial Girls College
- Department of Management Studies
- Department of Social Work

Please affix your latest passport size photograph duly attested by a competent authority.

**1. POST APPLIED FOR:** \_\_\_\_\_

**2. Do you belong to any of the Reserved Categories:**

**YES**

**NO**

**a. If Yes, name of the Category** \_\_\_\_\_

**3. Name:** Mr./Mrs./Ms. \_\_\_\_\_

**4. Gender:** Male  Female

**5. Father's Name:** \_\_\_\_\_

**6. Mother's Name:** \_\_\_\_\_

**7. Date of Birth:**

**8. Nationality:** \_\_\_\_\_

**9. Address for Correspondence:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

**10. Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin Code \_\_\_\_\_

**11. Telephone Numbers:**

*Mobile:* \_\_\_\_\_

*Residence:* \_\_\_\_\_

**12. E-mail:** \_\_\_\_\_

**13. Educational Qualifications:**

a. *Highest Qualification:* \_\_\_\_\_

**b. Details of Educational Qualifications from Matric onwards:**

*i) Academic:*

<b>Sr. No.</b>	<b>Class</b>	<b>Year of Passing</b>	<b>School/College/ University</b>	<b>Board/ University</b>	<b>% of Marks/ Grade</b>	<b>Subjects Offered</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

8.						
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ii) *Professional:*

Sr. No.	Name of the Course	Year of Passing	Duration	Institute which offered the Course	% Marks/ Grade
1.					
2.					
3.					
4.					
5.					
6.					

iii) . *Additional Qualifications, if any:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**14. Work Experience:** {Start with the present/most recent place of work and go back to the first job (part time or permanent as the case may be)}

Sr. No.	Name of Employer	From	To	Designation	Pay Scale/Salary Drawn
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**15. Details of the Draft attached:**

Name of the Bank \_\_\_\_\_ Amount \_\_\_\_\_

Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

**16. If selected, minimum time required to join: \_\_\_\_\_**

**17. Two references along with their designation, address and phone number:**

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**18. Additional Information, if any: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. Whether any criminal case is pending or contemplated against you in any court of law. If yes, please give complete details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**20. List of attached Documents:**

- I) \_\_\_\_\_
- II) \_\_\_\_\_
- III) \_\_\_\_\_
- IV) \_\_\_\_\_
- V) \_\_\_\_\_
- VI) \_\_\_\_\_
- VII) \_\_\_\_\_
- VIII) \_\_\_\_\_

**21. Declaration**

- The information presented in this application is true to the best of my knowledge. I know that any discrepancy found in the data submitted is liable for dismissal from the job when it is discovered.
- In case I am selected for the post, I promise to abide by the rules of B.P.S. Mahila Vishwavidyalaya.

**Date:**

**Signature of the Applicant**

**Place:**

***Important Notes:***

1. Please attach attested Copies of all the Certificates/Documents.
2. The Candidates already in service should submit a “No Objection Certificate” from his/her present employer. The Certificate is attached below.

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**No Objection Certificate**

The application of Mr./Mrs./Ms./Dr. \_\_\_\_\_ who is presently working as \_\_\_\_\_ (Designation) in the pay scale of Rs. \_\_\_\_\_ is forwarded and recommended for consideration.

Place:

Signature of the Head of the Institute

Date:

(Seal of the Office)