



हरियाणा केंद्रीय विश्वविद्यालय / CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम के तहत स्थापित / Established under the Act of Parliament)

जांट-पाली, महेन्द्रगढ़ (हरियाणा) / Jant-Pali, Mahendergarh (Haryana)

Office Use Only

Serial No.

APPLICATION FORM FOR ADMINISTRATIVE POSTS

Paste your
recent
passport size
Photograph

1. Position applied for _____

Advt. No. _____ dated: _____

2. Name of the Candidate : _____

3. Date of Birth (dd/mm/yy): _____ Age as on Last date : _____

4. Sex(M/F/O) : _____

5. Father's Name : _____

6. Mother's Name : _____

7. Grand Father's Name : _____

8. Address :

(a) Correspondence : _____

(b) Permanent : _____

(c) Telephone : _____ E-Mail : _____

9. Marital Status (Yes/No): _____

If yes Spouse Name : _____

10. Nationality : _____

11. Ex Servicemen (Yes/No) : _____

12. Reserved Category (SC/ST/OBC/PWD): _____

Document Enclosure No. _____

13. If physically disabled, indicate the relevant particulars:

Nature of Disability	If applicable, Write 'yes'	Percentage of disability
a. Blindness or low vision :		
b. Hearing impairment		
c. Locomotor disability or cerebral palsy (includes all cases of Orthopaedically handicapped)		



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14. Academic qualifications (Attach additional pages, if required) : In case of CGPA, please convert it to percentage values based on the rules mentioned by your respective institutions. Criteria/Formula to convert CGPA to % (percentage) should be provided on the back side of the concerned DMC.

Name of the Class/Degree	Mode of Education (Regular/online/distance/private)	Name of Institute	Board/University	Status of Board/University (Central/Deemed/State/Private)	Year of Passing	Percentage (%)	Division	Document Enclosed No.

15. Referees Details: Kindly provide names and addresses (including e-mail id and telephone number) of three or more Referees. The referee should not be relative of the applicant.

Name of Referee	Designation	Address	Email	Telephone No.

16. Present Employment:

Employer Name	Status of Organization (Central/ State/ Govt. Aided/ PSU/ Autonomous /Private)	Designation	Since date	Pay	Group	Pay Scale (In case of Graded Pay)	Grade Pay	Gross Pay	Nature Of Employment (Permanent / Contract/ Ad-hoc)	Nature of Work	Document Enclosed No.



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17. Past Employment:

Employer Name	Status of Organization (Central/ State/ Govt. Aided/ PSU/ Autonomous /Private)	Designation	From Date	To Date	Pay	Group	Pay Scale	Grade Pay	Gross Pay	Nature Of Employment (Permanent / Contract/ Ad-hoc)	Nature of Work	Document Enclosed No.

Total Work Experience (year month days): _____

18. Membership of Professional Bodies :

Name of body	Type of membership	From Date	To Date	Positions held	Document Enclosed No.

19 Demand Draft Details:

DD No	Bank Name	Branch Name	DD Date	DD Amount

20. Have you ever been disqualified during your studies at College/University? (Yes/No):

21. Have you ever been punished during your service or convicted by a court of law? (Yes/No):

22. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No):

23. Do you have any case pending against you in any court of law? (Yes/No):



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Declaration to be signed by the Candidate :

I hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at anytime, I am found to have concealed/ suppressed any material/ information or given any false details, my candidature/appointment to the post shall liable to be summarily terminated without notice or compensation.

Date:

Place:

(Signature of the Applicant)

ENDORSEMENT OF THE EMPLOYER

Ref No

Date

FORWARDED

The applicant (name) is holding the post of in this College/ University/ Institution/ Department in a temporary/ substantive basis since(date). His/Her present Pay is Rs in the Pay structure of Rs with AGP/GP of Rs and he/she is drawing salary of Rs.per month. His/Her next date of increment isWe have no objection to his/her application being considered.

Place:

Date:

Signature of The Officer
with office seal

Remarks: Candidate already employed should submit application through his/her employer.