



SANT BABA BHAG SINGH UNIVERSITY

Village – Khiala, P. O. – Padhiana, Distt. – Jalandhar -144030, Punjab

Advt. No.: _____

FOR OFFICE USE ONLY	
APPL. NO.	DATE:

Application form for Non-Teaching Positions (On Contract/Regular)

PASTE HERE
YOUR SIGNED
RECENT PASS-
PORT SIZE
PHOTOGRAPH

1. Name of the Post (i)
Applied For

General Information

3. Personal Details: -

- (a) Name in Full:
- (b) Father's/Husband's Name:
- (c) Mobile No.: -
- (d) Email ID: -
- (e) Date of Birth (As recorded in Matriculation or equivalent Certificate)
- (f) Date.....Month.....Year.....
- (g) Age (As on the last date for receiving of application):Years.....Months.....Days
- (h) Nationality:
KHIALA, DISTT. JALANDHAR (PUNJAB)
- (i) Marital Status: Married / Unmarried
- (j) Gender: (k) Aadhaar/Passport No:
- (l) Category: General/ST/SC/OBC/EWS.

(I) **Address: -**

For Communication	Permanent
Address:	Address:
Pin:	Pin:
Phone:	Phone:
E-mail	E-mail

4. **Educational Qualifications (*)** (from Matriculation onwards):

Examination	Board / University	Year of Passing	Marks			Class/Grade	Subject(s)
			Obtained	Out of	% of Marks		
Matriculation							
Higher Secondary							
Bachelor's Degree							
Master's Degree							
M. Phil./ Ph. D.							
Technical Qualifications (if any)							
Computer Qualifications							
Any other Qualification (if any)							

(Note: (*) Please attach separate sheets if the space is insufficient)

5. Details of Experience in chronological order (Attach separate sheets if the space is insufficient)

Sr. No.	Organization	Post	Duration		Experience		PB & Grade- Pay / Pay Level	Specify exact nature of experience	Temp / Regular / Permanent
			From	To	Y	M			
1									
2									
3									
4									

6. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient).

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7. In case of the present employment whether on Contract basis or on regular basis, please state: -

- (a) Date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of the parent office/organization to which you belong

8. Name and Address of minimum two References.

(Referees should be familiar with your academic/ Professional Work and should not be relatives)

First Referee:

Name:

Position:

Address:

Email ID:

Phone No:

Mobile No:

Second Referee:

Name:

Position:

Address:

Email ID:

Phone No:

Mobile No:

9. Have you ever been discharged /suspended from any position? **(Yes/No)**

If Yes, provide particulars:

10. Have you ever been convicted by court of Law? **(Yes/No)**

11. I hereby declare that I have carefully gone through the **advertisement** and have understood it. Further, I certify that all particulars provided by me in this application form are true, complete and correct to the best of my knowledge and belief. There has been no suppression of any material facts. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I have enclosed self-attested copies of documents (relevant certificates, degrees, testimonials etc.) in support of my application.

Place.....

Date.....

(Encl: As above)

Signature
(Name of the Applicant)

CHECK LIST

1.	Have you signed on your application? (Tick ✓ Yes or No)	YES	☐	NO	☐
2.	Have you attached the Self - Attested Copies of all the Certificates/Testimonials? (Tick ✓ Yes or No)	YES	☐	NO	☐
3.	Have you enclosed Self Attested copy of proof of Age? (Tick ✓ Yes or No)	YES	☐	NO	☐
4.	Have you pasted your photograph on your application? (Tick ✓ Yes or No)	YES	☐	NO	☐
5.	If you are employed, have you forwarded your application through proper channel? (Tick ✓ Yes or No)	YES	☐	NO	☐

