



# MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

(Established by Parliament by Act No. 3 of 1997)

Panchteela, Umari, Wardha- 442001 (Mahatashtra)

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## APPLICATION FORM FOR NON-TEACHING POSITIONS

Advertisement No. and Date .....

Post Applied For .....

Demand Draft Particulars-

Name of the Bank	DD No.	Date	Value

1. Full Name (In Block Letters):.....

2. Father's/Husband's Name:.....

3. Date of Birth:.....

4. Place of Birth:.....

5. Age (as on the last date of the Advertise): .....Years .....Months

6. Nationality:.....

7. Sex: Male/Female.....

8. Marital Status: Married/Unmarried.....

9. Category: Gen/ SC/ST/OBC /PH.....

1. Whether SC/ST/OBC : (1) Yes.....(2) NO .....

(if Yes, certificate in support thereof should be enclosed)

2. Whether Physically Handicapped (1) Yes.....(2) NO .....

(if Yes, certificate from an officer not below the rank of Civil Surgeon should be enclosed)

(i) Nature of Disability

.....

(ii) Percentage of Disability

.....

10. Address for correspondence (with PIN code):.....

.....

.....Mob. ....

Tel No. (with STD code):.....Fax:..... E-Mail:.....

Affix recent  
Passport Size  
Photograph  
with  
Signature

11. Permanent Address (With PIN code):.....  
 .....  
 ..... Mob. ....

Tel No. (With STD code):..... Fax:..... E-Mail:.....

**12. Academic Qualifications (attached attested copies):**

Examination Passed	Year of Passing	Board/ University	% of Marks	Division/ Grade	Subject	Specialization/ Distinction
High School						
Intermediate/PUC/ Hr. Sec.						
Bachelor's Degree						
Master's Degree						
Research Degree						
Others						
<b>Technical Qualification (If any)</b>						

**13. Special subject of Study, if any:**

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**14. Details of Administrative Experience: (Please enclose relevant certificate, if any):**

Designation	Name of Employer	Date of		Total Period	Salary with Grade	Reason for Leaving
		Joining	Leaving			

**15. Language Known**

<i>Sl</i>		<i>Reading</i>	<i>Writing</i>	<i>Speaking</i>

**16. (a) Present Basic monthly pay and allowances :**

Grade : Rs  
 Basic pay : Rs  
 Allowances : Rs  
 1. Dearness : Rs  
 2. CCA : Rs  
 3. HRA : Rs  
 4. Any Other Allowance : Rs  
 Total emoluments : Rs

(b) Date of next increment :

(c) Age of retirement in the present post :

**17. (a) Whether the candidate is receiving any pension benefit. If so, the amount of pension and pension equivalent of gratuity must be indicated.**

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(b) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post. If so, the amount of pension and the pension benefits any be indicated, if selected for appointment in the university.

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18. (a) Have you been debarred or punished for adopting unfair means in any Examination by the Institution/Board or University? If so, please specify.

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(b) Have you at any time been convicted by a court for any criminal offence? If so, give name of the court case number and offence.

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(c) Is any criminal case pending against you in any court of law for any criminal offence

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.....

(d) Has any disciplinary action been taken against you by any University/Institution whether you have served

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(e) Is any disciplinary inquiry/action pending against you in any University/Institution/ Organisation where you have served

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19. Additional Information (If any): .....

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20. Name and address with Phone No. and E-mail Id's of Two referees who are familiar with the applicant's academic work:

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**21. Declaration: I declare that**

- a. the information given above are complete and correct.
- b. No any disciplinary proceedings are pending or being contemplated against me.
- c. I have never been dismissed from service nor debarred from holding any future appointment nor convicted for any offence. No criminal case is pending against me.
- d. in case of concealment/suppression of fact(s), which may be detected at any stage in future, my application is liable to be cancelled, as the case may be, without notice.

Date:

Signature of the Applicant:

**22. Details of enclosures**

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15

**Important:**

- 1. Photocopies of Certificates, Mark sheets, Testimonials etc should be attached with the application (attested by the applicant himself) and the originals must be produced at the time of Interview and at the time of joining, if selected.
- 2. Applicants who are in employment should send their application through proper channel.
- 3. The selected candidates shall produce, in original the matriculation or equivalent certificates as proof of the date of birth. No other evidence will be accepted.

## **Endorsement by Employer**

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this University/Institution/Organisation has no objection to the candidature of the applicant being considered for the post applied for.

**Designation** .....

**Signature** .....

**Address** .....

(Head of the University/Institution/Organisation with Seal)

**Pin** .....

**Tel No.** .....

**Date** .....