



DD No.: \_\_\_\_\_ For Rs. \_\_\_\_\_

Name of issuing Bank: \_\_\_\_\_

Paste a passport size photograph here.

**APPLICATION FORMAT FOR NON-TEACHING POSTS**  
**(To be submitted in duplicate)**

Name of the Post Applied for (in block letters) : \_\_\_\_\_

Advertisement Memo No.: \_\_\_\_\_ Date.: \_\_\_\_\_

1. Post (Name and Serial No): \_\_\_\_\_
2. Name (In block letters): \_\_\_\_\_
3. Permanent address : \_\_\_\_\_

4. Mailing address : \_\_\_\_\_

5. Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

6. E-mail address: \_\_\_\_\_

7. Date of birth (DD/MM/YYYY): \_\_\_\_\_

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

9. Gender: \_\_\_\_\_

10. Marital Status : \_\_\_\_\_

11. Applicant's Mother Tongue: \_\_\_\_\_

12. Other languages the applicant can speak / write / read: \_\_\_\_\_

13. a) Category of the candidate belongs to (Please tick ✓):

| General | PH | Ex-Serviceman | SC | ST | OBC-A | OBC-B |
|---------|----|---------------|----|----|-------|-------|
|         |    |               |    |    |       |       |

(Please enclose copy of the relevant documents except UR)

b) Category of post for which candidate is applying (Please tick ✓):

| UR | UR(EC) | SC | SC(Ex-Serviceman) | SC(EC) | ST | OBC-A | OBC-B(EC) | OBC-B |
|----|--------|----|-------------------|--------|----|-------|-----------|-------|
|    |        |    |                   |        |    |       |           |       |

14. Academic qualifications:

(Use the tabular format below Attach separate sheet if required)

| Sl. no. | Examination passed | Year | Board / Council / University | Percentage of marks | Grades / divisions /distinctions awarded |
|---------|--------------------|------|------------------------------|---------------------|--|
|         |                    |      |                              |                     |  |
|         |                    |      |                              |                     |  |
|         |                    |      |                              |                     |  |
|         |                    |      |                              |                     |  |
|         |                    |      |                              |                     |  |

15. a) Present post (mention whether on **Full Time** basis)/ designation with Salary, Pay band & Grade Pay:

\_\_\_\_\_

b) Present employer: \_\_\_\_\_

16. Posts held (only on **Full-Time** basis would be considered) including the present position, last pay drawn and reason of leaving:

(Use the space below, attach separate sheet if necessary) & (in chronological order)

| Sl. no. | Post(s) held (only on full time basis) ** | P/T | From | To | Last pay (with Pay band & Grade Pay if applicable) | Reason for leaving |
|---------|---|-----|------|----|--|--------------------|
|         |   |     |      |    |  |                    |
|         |   |     |      |    |  |                    |
|         |   |     |      |    |  |                    |

\*\* It is to be clearly mentioned whether the post held was temporary or permanent in nature P-Permanent; T-Temporary

17. Specify additional qualifications / experience (IT, NCC, NSS, Sports, Music, Literary and Social Activities etc.), if any.

18. Whole time Experience (specifying number of years) in working in Open Distance Learning(ODL) system, if any:\_\_\_\_\_

19. Notice required to join, if selected: \_\_\_\_\_

20. Name and address of two referees (other than the present employer): \_\_\_\_\_

21. No of documents attached:

22. I declare that the above particulars are true and correct to the best of my knowledge and original documentary evidence for each information will be produced as and when required. Should any of the information / documents / statements are found to be incorrect or false, the candidature/appointment is liable to be cancelled at any period of time.

DATE:

SIGNATURE OF THE APPLICANT IN FULL