



NETAJI SUBHAS OPEN UNIVERSITY

H.O.: DD-26, Salt Lake City, Sector -I, Kolkata — 700 064.

Phone: 033 4066 3220, TELEFAX: 033 4066 3225

Website: www.wbnsou.ac.in

Bank & Branch Name : _____

For Rs. _____

DD No. & Date: _____

Paste a passport
size photograph
here

APPLICATION FORMAT FOR NON-TEACHING POST(S)

(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: _____



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

GEN	SC	ST	OBC-A	OBC-B	PH

(Please enclose copy of the relevant documents except UR)

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

UR	SC	ST	OBC-A	OBC-B	PH

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: _____



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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