



Application No. _____
(To be filled by the office)

Please paste duly attested passport size photograph here.

HANS RAJ COLLEGE
UNIVERSITY OF DELHI
MAHATMA HANSRAJ MARG, MALKA GANJ, DELHI-110007

APPLICATION FORM FOR NON-TEACHING POSTS

S. No. _____

1. Post Applied for : _____
2. Advertisement No./ Date : _____
3. Name of applicant (in Capital letters) : _____
4. Date of Birth : _____
5. Father's / Husband's Name : _____
6. Nationality : _____ Married/Unmarried _____ Sex _____
7. Address for communication : _____

8. Contact details:
 - a. Tel. no. with STD code : _____
 - b. Mobile Number : _____
 - c. E-mail address : _____
9. Do you belong to Schedule Caste/ OBC (Central List), PwD (VH,OH,HH) if yes, please indicate & attach a photocopy _____
10. Do you know typewriting? If so, state speed: _____ Typewriting _____ w.p.m. (English)
11. Computer Proficiency: _____

12. -Educational Qualification from 10th onwards:

Examination Passed	Board/ University	Year of passing	Division/ Percentage	Subjects Studied

13. Experience, starting from the present employees:

Name of the Employer	Designation	Pay Scale / salary drawn	Length of experience		Nature of Duties
			From	To	

14. Any other information _____

15. Declaration:

I declare that the above information is correct and complete to the best of my knowledge and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable for termination without any notice or compensation.

Date :

Place :

Signature of the Candidate

ENDORSEMENT FROM PRESENT EMPLOYER (If in employment)

The facts stated in this application have been verified and found correct. This organization/ department has no objection in his/her applying for the post referred in the application.

Dated _____

 (Head of Deptt.)

Note:

1. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/UGC from time to time.
2. Cases of upper age limit will be considered as per the rules of the University.
3. Candidates belonging to SC/ST/OBC and Physically Handicapped categories should mention their category specifically in their application forms and attach certificate/s of proof from the competent authority. As per Delhi University rules, only Non-creamy Layer figuring in the Central List of OBC will be considered for OBC posts.
4. Application form can be downloaded from the College website: www.hansrajcollege.co.in
5. Candidates already in employment must apply through proper channel. The College reserves the right to change the nature and /or number of posts advertised or to abolish any or all of them without assigning any reason thereof.
6. Application in the prescribed format, complete in all respects, together with self-attested copies of certificates, mark sheets, testimonials etc., must reach the Principal, Hans Raj College, University of Delhi, Delhi-110007 on or before 14 days from the date of publication of this advertisement.
7. Please apply on separate Application form, if applying for more than one post.
8. Fee for each application is Rs.500/- for General/ OBC candidates and Rs.100/- for SC/ST. Free for PwD candidates and women candidates..