



10. Educational Qualifications:  
(Starting from 10<sup>th</sup> standard & use separate sheet, if required)

Examination Passed	Year of Passing	School/College/University attended	Percentage by which Exam. Qualified	Main Subjects Studied

11. Technical Qualifications:

Examination Passed	Year of Passing	School/College/University attended	Percentage by which Exam. Qualified	Main Subjects Studied

12. Experience: (Administrative/ Technical/ Any other) :

Name of the Organization	Post held/ Designation	Present Pay and Pay Level	Period		Nature of Duties Performed
			From	To	

14. Nature of Present Employment i.e. Regular/ Temporary:

15. Total emoluments per month, now drawn with details of break up :

13. Details of Computer Related Skills:  
(MS Office, On-line Meetings, Handling emails & mailbox, etc.)

14. Any other Information:

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Place: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

**For applicants in Employment**  
(Verification by the Applicant's Office)

The facts stated in the above application have been verified and found correct. There is no vigilance or disciplinary enquiry is pending or being contemplated against the applicant.

Date: \_\_\_\_\_

Signature and Seal of the Head of the Institution

**Declaration by the Applicant**

I hereby declare that the details given in this Application Form by me is true and correct to the best of my knowledge and understanding and nothing has been concealed therein. In case of suppression of any information or submission of wrong facts, I shall be liable for appropriate action on me and my candidature shall be cancelled.

Date. \_\_\_\_\_

Signature of Applicant

**Note & Conditions:**

1. Incomplete application will be rejected.
2. Application received after the last date shall be liable for rejection.
3. College reserves the right to call shortlisted candidates only for the interview.
4. College reserves the right not to fill the vacancy and / or reduce the tenure of the deputation on resuming duty by personnel on lien/ at the discretion of the College.
5. Candidates are required to submit applications through proper channels.
6. Applications should be sent through email at – principal\_hrc@yahoo.com or by speed post.
7. The selected candidates shall be required to submit self-attested copies of all relevant documents of qualifications and experience stated in this application form within seven days of receiving the offer of appointment and before joining. In case the candidate fails to submit the documents, his/her candidature/ selection will be cancelled.
8. In case of any corrigendum/ addendum and Notice with respect to this advertisement the same shall be uploaded on the College website.