



हंसराज महाविद्यालय

HANS RAJ COLLEGE

दिल्ली विश्वविद्यालय \ UNIVERSITY OF DELHI

Application form for the post of Senior Personal Assistant (on Deputation basis)

PHOTO

1. Name of the Applicant : _____
(in capital letters)
2. Father's/ Husband Name : _____
3. Date of Birth :

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- Age (as on today) : _____ Year _____ Months _____ Days
4. Address for Communication : _____

5. Permanent Address : _____

6. Gender : _____ Category : _____
7. Nationality : _____
8. Mobile No. : _____
9. E-mail id : _____

10. Educational Qualifications

Examination	Year	Main Subject	Percentage	Board/University
12 th				
Bachelor's Degree				
Master's Degree				
Other Qualifications				

11. Shorthand Speed : _____ wpm Typing Speed : _____ wpm (English)
 _____ wpm (Hindi)

12. Experience :

Name of the Organization	Post held / Designation	Present Pay And Pay Level	Period	
			From	To

13. I hereby declare that the information given by me in this application form is completed and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place:.....

.....
(Signature of Applicant)

Date:.....

.....
(Name of Applicant)

Endorsement from Employer
(Through Proper Channel – for Applicant in employment)

Mr./Mrs..... is working in our organization/ Institution as This organization/ Institution has no objection in his/her applying to the post referred in the application. No vigilance/ disciplinary case is pending/ contemplated against him/her. If selected he/she will be relieved within/by.....(time). His / Her application is hereby forwarded.

Date:.....

.....
Signature of the Head of the
Organization/Institution(with seal)

GENERAL INSTRUCTIONS

1. Application should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheet, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Applicants should get their application endorsed from their employer and submit a 'No Objection Certificate from the present employer.
5. The envelope containing application form should be superscribed as:
"Application for the post of Senior Personal Assistant (on Deputation)"
6. Application should be addressed to:
The Principal
Hansraj College
University of Delhi
Delhi - 110007
7. Application can be submitted in person or by Speed Post. Application should reach (if by Speed Post) on or before the last date for submission.
8. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self-attested certificates and testimonials in support of educational qualification, experience application reaching after the last date by Speed Post will be rejected.
9. The application should not contain any recommendation in any form.