



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय
(A Central University Established by Parliament by Act No 3 of 1997
गांधी हिल्स, वर्धा-442001 (महाराष्ट्र), भारत
Gandhi Hill, Wardha-442001 (Maharashtra), INDIA

APPLICATION FORM FOR NON-TEACHING POSITIONS

Advertisement No. and Date _____

Post Applied For (with the Name of School) _____ Post Code no _____

Demand Draft Particulars-

| Name of the Bank | DD No | Date | Value |
|------------------|-------|------|-------|
| | | | |

1. Full Name (In Block Letters): _____

2. Father's /Husband's Name: _____

3. Date of Birth: _____

4. Place of Birth: _____

5. Age (as on the last date of the advertisement) _____ Years _____ Months _____ days

6. Nationality: _____ Religion _____

7. Sex: Male/Female _____

8. Marital Status: Married/Unmarried _____

9. Category: Gen/ SC/ST/OBC /PH _____

1. Whether SC/ST/OBC : 1) Yes _____ 2) NO _____
(if Yes, certificate in support thereof should be enclosed)

2. Whether Physically Handicapped 1) Yes _____ 2) NO _____
(if Yes, certificate from an officer not below the rank of Civil Surgeon should be enclosed)

(i) Nature of Disability _____

(ii) Percentage of Disability _____

10. Address for correspondence (with PIN code): _____

_____ Mob. _____

Tel No. (with STD code): _____ Fax: _____ E-Mail: _____

11. Permanent Address (With PIN code): _____

_____ Mob. _____

Tel No. (With STD code): _____ Fax: _____ E-Mail: _____

Affix recent
Passport Size
Photograph with
Signature

12. Academic Qualifications (attached attested copies):

| Examination Passed | Year of Passing | Board/ University | % of Marks | Division/ Grade | Subject | Specialization/ Distinction |
|---|-----------------|-------------------|------------|-----------------|---------|-----------------------------|
| High School | | | | | | |
| Intermediate/PUC/ Hr. Sec. | | | | | | |
| Bachelor's Degree | | | | | | |
| Master's Degree | | | | | | |
| Other | | | | | | |
| Technical Qualification (If any) | | | | | | |
| | | | | | | |
| | | | | | | |

13. Special subject of Study, if any

14. Details of Administrative Experience: (Please enclose relevant certificate, if any):

| Designation | Name of Employer | Details of Service | | Total Period | | Salary with Grade | Reason for Leaving |
|-------------|------------------|--------------------|----|--------------|--------|-------------------|--------------------|
| | | From | To | Year | Months | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

15. Language Known

| SI | Name | Reading | Writing | Speaking |
|----|------|---------|---------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

16 (a) Present Basic monthly pay and allowances :

Pay scale : _____
Basic pay : Rs _____
Academic Grade Pay : Rs _____
Non-compoundable Increment : Rs _____
Dearness Allowance : Rs _____
HRA : Rs _____
Transportation Allowance : Rs _____
Any Other Allowance : Rs _____
Total emoluments : Rs _____

(b) Date of next increment : _____

(c) Age of retirement in the present post : _____

17. (a) Whether the candidate is receiving any pension benefit. If so, the amount of pension and pension equivalent of gratuity must be indicated.

(b) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post. If so, the amount of pension and the pension benefits any be indicated, if selected for appointment in the university.

18. (a) Have you been debarred or punished for adopting unfair means in any Examination by the Institution/Board or University? If so, please specify.

(b) Have you at any time been convicted by a court for any criminal offence? If so, give name of the court case number and offence.

(c) Is any criminal case pending against you in any court of law for any criminal offence.

(d) Has any disciplinary action been taken against you by any University/Institution whether you have served

(e) Is any disciplinary inquiry/action pending against you in any University / Institution / Organisation where you have served

19. Additional Information (If any): _____

20. Name and address with Phone No. and E-mail Id's of Two referees who are familiar with the applicant's academic work:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

21. Declaration: I declare that

- a. the information given above are complete and correct.
- b. No disciplinary proceedings are pending or being contemplated against me.
- c. I have never been dismissed from service nor debarred from holding any future appointment nor convicted for any offence. No criminal case is pending against me.
- d. in case of concealment/suppression of fact(s), which may be detected at any stage in future, my application is liable to be cancelled, as the case may be, without notice.

Date:

Signature of the Applicant:

22. Details of enclosures

- | | | |
|-----|-----|-----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |

Important:

- 1. Photocopies of Certificates, Mark sheets, Testimonials etc should be attached with the application (attested by the applicant himself) and the originals must be produced at the time of Interview and at the time of joining, if selected.
- 2. Applicants who are in employment should send their application through proper channel.
- 3. The selected candidates shall produce, in original the matriculation or equivalent certificates as proof of the date of birth. No other evidence will be accepted.

ENDORSEMENT BY THE EMPLOYER

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer of the Organization/Institute in the case of in service candidate whether in permanent or temporary capacity)

Certified that, Shri / Smt / Dr. _____ is working in this Institute / Organisation / University in the post of _____ Since _____ in the Pay scale of Rs. _____ in a temporary / Permanent capacity.

Also Certified that, the information furnished by the applicant is verified and found to be correct as per our office records.

Signature & Seal of the forwarding authority

Date _____