



**JAMIA HAMDARD**  
(Deemed to be University)  
**HAMDARD NAGAR, NEW DELHI- 62**

“Accredited by NAAC in ‘A’ Category”  
Recommended as an Institution of Eminence by UGC

Please paste duly attested photograph here while sending this application form by post.

**Application Form for –Non-Academic & Technical Posts**

1. Advertisement No. : .....
2. Post applied for : .....
3. Bank Draft No. : ..... Date: .....
4. Name : .....
5. Father’s/Husband’s Name: .....
6. Date of Birth: : .....
7. Marital Status : Married/Unmarried
8. Whether you belong to (please select) SC ..... ST ... OBC ..... Gen ..... PH .....  
(Attach Certificate, if belong to SC, ST, OBC or PH)
9. Nationality : .....
10. Permanent Address : .....  
.....  
.....  
... Pincode: .....
11. Mailing Address : .....  
.....  
.....  
... Pincode: .....
- Work Phone : .....
- Residence Phone : .....
- Email : .....

12. \*\*Educational Qualifications (In choronological order from Secondary School onwards)

| Examination Passed | Subject(s) Specialization | Division or Equivalent | Percentage of Marks | Year | University/ Institution |
|--------------------|---------------------------|------------------------|---------------------|------|-------------------------|
|                    |                           |                        |                     |      |                         |

\*\* Please attach attested copies of Certificates.

13. Employment Records:

(In chronological order starting from the present job):

| Name & Address of the employer | Designation of Post held | Period |    | Nature of duties | Scale of Pay |
|--------------------------------|--------------------------|--------|----|------------------|--------------|
|                                |                          | From   | To |                  |              |
|                                |                          |        |    |                  |              |
|                                |                          |        |    |                  |              |
|                                |                          |        |    |                  |              |
|                                |                          |        |    |                  |              |
|                                |                          |        |    |                  |              |

14. Do you have knowledge of working on PC & Familiarity with Software packages (Please specify).

.....  
 .....

15. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

.....

16. Indicate the time required to join, if selected: .....

17. Any other information you may wish to add

.....  
 .....

18. References (Please specify the names of two referees who should be responsible persons and well acquainted with you for the last five years. If employed, one of the referees should be present or most recent employer.).

(a) Name : .....

Designation : .....

Address : .....

.....  
 Email:.....

Phone :.....

(b) Name :

Designation : .....

Address : .....

.....  
 Email:.....

Phone :.....

19. Please attach extra sheet (with hard copy of application only) indicating your suitability for this post.

.....  
.....

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If I am found to have concealed/distorted any material information my appointment shall be liable to be summarily terminated without notice/compensation.

.....  
Signature of the Applicant

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**DETAIL OF QUALIFICATIONS & EXPERIENCE OF THE CANDIDATE APPLIED FOR THE  
BELOW MENTIONED POST IN RESPONSE TO THE ADVERTISEMENT NO. \_\_\_\_\_  
DATED \_\_\_\_\_**

**POST APPLIED FOR: \_\_\_\_\_**

| S. No. | Name & Address | Qualification  |                    |            |      |            |
|--------|----------------|--|--------------------|------------|------|------------|
|        |                | Course   | Stream/<br>Subject | Div./<br>% | Year | University |
| 1.     |                | PG/Master's<br>Degree  |                    |            |      |            |
|        |                | Graduation   |                    |            |      |            |
|        |                | Diploma  |                    |            |      |            |
|        |                | Other  |                    |            |      |            |
|        |                | <b><u>Work Experience:</u></b><br><br>1. _____<br>2. _____<br>3. _____<br>4. _____<br>5. _____<br>6. _____ |                    |            |      |            |

D.O.B. : DD/MM/YYYY Age as on closing date: \_\_\_\_\_ Years \_\_\_\_\_ Month(s) \_\_\_\_\_ Day(s)

Total Experience: \_\_\_\_\_

Present Scale of Pay/Salary:- \_\_\_\_\_

Time required to Join: \_\_\_\_\_

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(END)

**(Certificate to be given by Head of Office of the Applicant)**

It is certified that:-

- (i) Information given by the applicant Dr./Mr./Ms. \_\_\_\_\_, Designation\_\_\_\_\_have been verified as per the service records and found correct.
- (ii) The integrity of the applicant is beyond doubt.
- (iii) The applicant is clear from vigilance angle and no disciplinary/vigilance case is pending or contemplated against him.
- (iv) No major/minor penalty has been imposed on the applicant during the last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the post.
- (vi) The ACRs/APARs, duly certified, for the last 05 years of the applicant are enclosed herewith.
- (vii) The applicant will be relieved in time to report for duty, in the event of his selection in your department.

Place: New Delhi  
Date:\_\_\_/\_\_\_/2020

**(Signature of the Head of the office)**  
**With designation & Seal**