



1. Full Name : Dr./ Mr./Ms. : \_\_\_\_\_  
(First Name) (Middle Name) (Surname)

2. Name of Father / Mother / Spouse : \_\_\_\_\_

3. (a) Date of Birth:

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DD MM YYYY

(b) Present Age \_\_\_\_\_ Years.

4. Marital Status (Please ✓ in the appropriate box

Single	Married	Widowed	Divorced	Separated
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5. (a) Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail \_\_\_\_\_

Contact No. (in case of emergency): \_\_\_\_\_

6. State of Domicile : \_\_\_\_\_

7. Mother Tongue : \_\_\_\_\_

8. Languages Known:

Languages	Speak	Read	Write

9. Do you belong to a Scheduled Caste / Tribe / OBC (NC)? Yes No

If yes, please specify the name of sub-Caste / Tribe / OBC (NC): \_\_\_\_\_  
[Attach attested Certificate]

10. Have you enrolled for any programme elsewhere? Yes No

If yes, specify \_\_\_\_\_

11. (a) Give Name and Address of the Current Employer: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web Address: \_\_\_\_\_

(b) Position: Supervisor / Executive / Other (Specify \_\_\_\_\_)

(c) How many years of administrative / supervisory experience do you have in an educational institution ?  Years

(d) Describe your current duties.

12. Academic Background (Please attach attested copies of all the mark sheets and degree certificates).

Exam. Passed	Name of School/ College and Place	Board/ University	Year of Entry	Year of Leaving	Subjects of Study (underline special subjects)	Marks Obtained out of Maximum Marks	Class/ Percentage/ Grade Points

13. Work Experience (Please attach true copy of all the certificates)

Name of Employer	Place of Employment	Designation and Nature of Work	Period		Reasons for Leaving
			From	To	



14. Please ✓ against the documents attached with the application form.

- Proof of date of birth ( High School mark sheet )
- Attested photocopies of all documents such as degrees, diplomas, certificates and testimonials in support of your application.
- Three Photographs (write your name on the reverse)
- Employment Certificate
- No objection certificate from your current employer in event of the selection
- Copy of the experience certificate/s

**DECLARATION BY THE APPLICANT**

I, \_\_\_\_\_ hereby declare that the information given in this application is complete and accurate. I have not been disqualified by any University from appearing for any examination or from seeking admission to any programme of study.

I agree that the Institute has the right to cancel my admission and/or withdraw the certificate awarded to me if it finds that the information in this application is incorrect and/ or misleading at any point of time. I also agree that on being admitted, I shall abide by the rules of attendance requirements, discipline, conduct, etc. of the Institute and any modification to the rules and regulations of the Institute, as made from time to time, after my admission.

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

