



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

(A Central University established by an Act of Parliament)

APPLICATION FORM FOR NON-TEACHING POSITION

Advt. No. & Dated : Advt. No. _____ Dated: _____							
Name of the Post : _____							
Category, applied for (SC/OBC/UR) : _____							
(For office use only)						<div style="border: 1px solid black; padding: 5px;"><i>Paste your recent passport size photograph here and sign across the photo so that part of signature should be on form</i></div>	
Eligible: (Yes/No)							
If Not Eligible, reason thereof:							
.....							
(Signatures of Screening Committee Members)							
1.	Name (In Capital Letters)	First Name			Middle Name	Surname	
2.	Date of Birth	Day	Month	Year	Age as on last date of advertisement	Years	Months
3.	Place of Birth	City/Village			State	Country	
4.	Mother's Name						
5.	Father's Name						
6.	Address	Correspondence				Permanent	
		C/o				C/o	
		City:				City:	
		District:				District:	
		State:				State:	
		Pin Code:				Pin Code:	
		Mobile:				Mobile:	
		Email:				Email:	

7.	Nationality			
8.	Sex	Male/ Female/Transgender: _____		
9.	Community/ Category (Please strike out whichever options are not applicable)	SC/ST/OBC/Other categories give details: _____ Sl. No. of proof enclosed: _____		
10.	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____		
11.	If differently-abled, indicate the relevant particulars	Yes/No	Percentage of Disability	Sl. No. of proof of enclosure

12. Educational Qualifications (Attach additional pages, if required)								
	Name of course	Name of the Board / University	Year passed	Division	CGPA <i>(if grading is applicable)</i>	% of Marks <i>(pl. indicate equivalent to CGPA also)</i>	Subjects studied	Sl. No. of proof of enclosure
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
	10th Class / equivalent							
	10+2/Higher Secondary / equivalent							
	Bachelor's degree							
	Master's degree							
	M. Phil.			Title: _____				
	Ph.D. / D.Phil.	Date of Award: _____		Title: _____				
	JRF/NET/SLET/SET for lectureship, if any	Subject			Roll No.	Year	Sl. No. of Proof of enclosure	
	Any other exams passed							

13. Chronological list of Experience (starting from current position/employment)

Designation	Scale of pay & present Basic & AGP	Name & address of employer	Period of Experience			Nature of work/ duties	Sl. No. of proof of enclosure
			From	To	No. of Years/ Months (As on date of advertisement)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

* (Add separate sheet if required, to be annexed at relevant Sl. No.)

14. Have you ever been punished during your studies at College/University? (Yes/No) :
15. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
16. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
17. Do you have any case pending against you in any court of law? (Yes/No) :
18. **Any other information/qualification relevant to the post applied for** (Attach additional sheet, if required):

19. Declaration

I, _____ son/daughter of _____
hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee and Executive Council Meetings, my candidature/appointment may be cancelled by the University.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

*Name as signed (in BLOCK LETTER)

Date: _____

**Application not signed by the candidate is liable to be rejected*

20. Endorsement by the EMPLOYER (for In-Service Applicants)

- In case of in-service candidates in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations, the endorsement form must be signed by the employer.
- In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

Forwarded to the OSD (Administration), Mahatma Gandhi Central University, Motihari, District - East Champaran, Bihar (INDIA).

The applicant Dr/Mr./Mrs/Ms. _____ who has submitted this application for the post of _____ in the Mahatma Gandhi Central University, has been in employment _____ in a temporary/contract/permanent capacity with effect from _____ in the Scale of Pay of Rs. _____. He/She is drawing a basic pay of Rs. _____. His/Her next increment is due on _____

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Mahatma Gandhi Central University, and in the event of selection, he/she will be relieved to join Mahatma Gandhi Central University, as per rules.

Signature of the forwarding officer

Name : _____

Designation: _____

Place: _____

Date: _____

21. Please tick the enclosures attached:

Sl.	Check List	Sl. No. of enclosure	No. of Sheets
1.	Matric/Secondary/High School (10 th Class) Marks Sheet		
2.	Matric/Secondary/High School (10 th Class) Certificate		
3.	Sr. Secondary/Intermediate (12 th Class) Marks Sheet		
4.	Sr. Secondary/Intermediate (12 th Class) High School Certificate		
5.	Bachelor's Degree Final Year Marks Sheet		
6.	Bachelors' Degree		
7.	Master's Degree Final Year Marks Sheet		
8.	Master's Degree		
9.	M.Phil. Degree Mark Sheet		
10.	M.Phil. Degree		
11.	Ph.D./D.Phil. Degree		
12.	D.Litt., D.Sc., L.L.D. Degree		
13.	JRF/NET/SET/SLET Certificate		
14.	Caste Certificate issued by the Competent Authority		
15.	Experience Certificate(s) from previous employer(s)		
16.	Endorsement from the present employer		
17.	Any other		

Total number of sheets enclosed _____ *(please give sequential number to each sheet and signature with date).*