



DR. HARISINGH GOUR VISHWAVIDYALAYA

(A Central University)
SAGAR - 470 003, (M.P.), INDIA
Tele. & Fax : +91-7582-264055

APPLICATION FORM FOR NON-ACADEMIC POSITIONS

Advertisement No. and Date _____

Post Applied For _____

Demand Draft Particulars -

Name of the Bank	DD No	Date	Value

(Applicant must enclose with application form processing fee of Rs. 500/- for General / OBC category in the form of Demand Draft drawn in favour of "REGISTRAR" Dr. Harisingh Gour Vishwavidyalaya, Sagar (Madhya Pradesh) payable at State Bank of India, University, Branch Sagar, Branch Code 1143). **SC/ST and Physically Challenged candidates are not required to submit the demand draft.**

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: _____

7. Sex : Male/Female _____

8. Marital Status: Married/Unmarried _____

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

1. Whether SC/ST/OBC : 1) Yes _____ 2) NO _____

(If yes, enclose certificate issued by the competent authority on the format prescribed by Govt. of India)

2. Whether Physically Challenged 1) Yes _____ 2) NO _____

(If yes, enclose certificate issued by the competent authority on the format prescribed by Govt. of India)

(i) Nature of Disability _____

(ii) Percentage of Disability _____

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

Mob. _____

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

Affix recent
Passport Size
Photograph with
Signature

11. Permanent Address (With PIN code): _____

Mob. _____

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

12. Academic Qualifications (attach attested copies):

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

13. Special subject of Study or branch of Specialization, if any:

14. Details of publications Research papers/ Books in the previous 5 years:

a) National level research papers : _____

b) International research papers : _____

c) No. of Book published : _____

15. Supervision/Guidance Experience : _____

16. Prize, Medal and Scholarship received, if any.

17. Details of proficiency in computer application/software :

18. Details of Experience:

Name of employer	Date of joining	Date of leaving	Position and Nature of duties	Salary and Grade Pay	Reasons for leaving the job, if any

(If the space is not sufficient, please attach a separate sheet.)

19. Details of Production experience (in case applying for the post of EMMRC)

a) Number of Video Programmes/ : _____
 Film produced/contributed in the production of programme as on date.

b) In what capacity you have contributed to the programme productions:

In the capacity of	Number of programmes
Producer	
Director	
Researcher	
Camera person	
Others	

c) Nature and number of programmes produced :

Nature of Programme	Number of programmes
Educational	
Social	
Public Service	
Sports	
Culture	
Corporate	
Others	

- d) Language of the programme produced :
English (or) Regional language specify)

Language	Number of programmes
English	
Hindi	
Others	

- e) Outstanding performance if any : _____

20. Language Known :

Sl	Language	Reading	Writing	Speaking
1				
2				
3				

21. Present Salary details:

Pay Band : Rs. _____
 Basic Pay : Rs. _____
 Grade Pay : Rs _____
 Dearness Allowance : Rs _____
 HRA : Rs _____
 Transportation Allowance : Rs _____
 Any Other Allowance : Rs _____
 Total emoluments : Rs _____

22. (a) Are you willing to accept the initial salary of the Grade ? (If No, state the minimum salary expected with justification thereof)

- (b) If appointed, what time would you require to join ?

23. (a) Have you ever 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? if so, furnish details thereof.

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

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

24. Additional Information (If any): _____

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

DECLARATION

I hereby declare that all the entries in this application form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any facts like category or educational qualifications etc. made in my application form I understand that I will be denied any employment in the University and if already employed on any of the posts in the University, my services will be terminated forthwith.

Place:

Date:

Signature of the Candidate

Endorsement by Employer

Certified that, Shri / Smt / Dr _____ is working in the post of _____ since _____ in the Pay scale of Rs. _____ in a temporary / contractual / permanent capacity. It is also certified that, the information furnished by the applicant is verified and correct as per our office records. There is no objection for his/her application being considered by Dr. Harisingh Gour University, Sagar (M.P.)

Signature _____

Designation _____

(Head of the Institution/University/ Organization with Seal)

Address _____

Pin _____

Tel. No. _____

Date _____

Details of enclosures

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