



**DR. HARISINGH GOUR VISHWAVIDYALAYA**  
(A Central University established by an Act No. 25 of 2009 of Parliament)  
**SAGAR - 470 003, (M.P.), INDIA**  
Tele. & Fax : +91-7582-264055

**APPLICATION FORM FOR NON-TEACHING 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 and Rs. 125/- for SC/ST and Handicapped 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).

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 /PH \_\_\_\_\_

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 Handicapped 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: \_\_\_\_\_



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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**15. Details of Experience:**

**(Particulars of previous employment)**

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.)

**16. Language Known :**

Sl	Language	Reading	Writing	Speaking
1				
2				
3				

**17. Present Salary details:**

Pay Band : Rs. \_\_\_\_\_  
Basic Pay : Rs. \_\_\_\_\_  
Grade Pay : Rs \_\_\_\_\_  
Non-compoundable Increment : Rs \_\_\_\_\_  
Dearness Allowance : Rs \_\_\_\_\_  
HRA : Rs \_\_\_\_\_  
Transportation Allowance : Rs \_\_\_\_\_  
Any Other Allowance : Rs \_\_\_\_\_  
Total emoluments : Rs \_\_\_\_\_

18. (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 ?

\_\_\_\_\_

19. (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 ?  
\_\_\_\_\_

20. Additional Information (If any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. Name and address with Phone No. and E-mail Id's of two referees who are familiar with the applicant's academic 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 service 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.

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. |