



Last date: 11.04.2014

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, NEW DELHI-110078**

APPLICATION FORM FOR NON-TEACHING POSTS

- Note:** 1. **Fill in all the information in block letters only.**
2. **Attach separate sheet in case of insufficient space in any column.**
3. **Attach copies of all the mark-sheets/degree(s)/certificates.**

Space for
self attested
Photograph

1. **Post applied for :** **Assistant Engineer (Civil) on Deputation basis**
2. **Candidate's name in full :**
3. **Address for correspondence**

PIN CODE:
4. **Permanent residential address:**

PIN CODE:
5. (a) **Telephone No. (with STD Code) :**
(b) **Mobile No. :**
(c) **Fax No. (with STD code) :**
6. **E-mail address :**
7. **Date of Birth :** (DD) (MM) (YYYY)
Age as on last date of receipt of application:: Years Months
8. **Father's/ Husband's name:**
9. **Marital status:** 12. **Sex:**
13. **Nationality :**
14. **Category (Gen./OBC/ SC/ST/PWD*):**
15. **Designation & complete postal Address of current employer**

 PIN
16. **Name and address of two persons (other than relatives) to whom references can be made:**
i.)
ii.)

17. Educational Qualifications: (Attach duly attested copies)

Examination	Division/ Grade	% age of marks	University/ Board	Passing/ Award Yr.	Subjects
Matric /SSC/ 10 th Class					
10+2 or equivalent					
* Graduation or equivalent					
* Post Graduation or equivalent					
* Ph. D./ M.Phil or PG-Degree etc.					
* Any other					

* **Indicate Degree/ Diploma Awarded/ Obtained**

18. Experience (Please start with the latest & Attach duly attested copies):

Post held/ Designation & Nature of Appointment	Name of the Institute/ Department/Organization	Period of Experience			Pay Band/ Pay scale/ & GP	Last basic Pay (Rs.)	Nature of work
		From	To	Total (year & Month)			

19. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:.....

Place:

Signature of the candidate

20. Recommendation of the employer (to be submitted by those who are in employment) –

Date:.....

Place:

General Instructions and Guidelines

1. Separate application form is to be submitted for each post.
2. No column of application should be left blank. Strike out those columns, which are not applicable.
3. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/ University/Recognized Educational Institute etc. are required to submit application through proper channel or submit a no objection certificate from present employer. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for interview.
5. In case of large number of applicants, University reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
6. The Educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
7. University reserves the right of not filling any post without assigning any reason.
8. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
9. All appointments shall be made on temporary basis. The claim for permanent employment shall be considered as per rules of University.
10. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
11. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
12. No applicant having more than one living wife/husband is eligible for appointment.
13. Incomplete/unsigned applications/application without photograph/application not in prescribed proforma and those received after closing date or without requisite fees (if applicable) in the form of demand draft shall be rejected and no claim for refund of fee shall be entertained in any case.
14. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
15. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
16. In case of SC/ST/OBC/PWD/ Ex-Serviceman Category, the applicant should be in possession of appropriate certificate issued by competent authority.
17. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
18. Canvassing in any form shall attract disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

----- The End -----