



Let noble thoughts come to us from every side

Rigveda. I-89-i

**BHARATIYA VIDYA BHAVAN'S**

**SARDAR PATEL INSTITUTE OF TECHNOLOGY**

MUNSHI NAGAR, ANDHERI(WEST), MUMBAI – 400 058.

**APPLICATION FOR THE POST OF NON-TEACHING**

The form should be filled in candidate's own handwriting.

1.	Name in full (in capital letters) Shri./Smt./Kumari (underline surname)		
2.	Whether married / unmarried		
3.	Address for correspondence Permanent Address: (inblock letters) Telephone No. (Any change in address should be communicated immediately)		
4.	Post applied for : Department: Category of the Post: Open / Reserved (strike out which is not applicable) Date of Advt.: Paper in which published:		
5.	Date of Birth : Place of Birth: Age as on last date for submission of application (attach copy of proof of age)		
6.	Are you a citizen of India by birth and / or by domicile?		
7.	Father's / Husband's name: Address: Occupation:		
8.	Do you belong to Schedule Caste / Scheduled Tribe / DT/VJ/NT/OBC?(if answer is 'yes' state the name of Caste) (Attach Caste Certificate from a competent authority in Maharashtra).		
9.	What languages (including Indian) can you read, write and speak?		
	Name of languages	Read, Write & Speak	Examination passed, if any
10.	If appointed, what notice period would you require before joining the post?		
11.	Are you willing to accept the minimum pay in the scale? If not, what initial pay do you expect?		

12. Give details of all examinations passed: degrees/diplomas/qualifications obtained at the University or other institutions commencing with Matriculation or its equivalent examination (Attach true copies of certificates).

S. N.	College/ Institute	University/ Board	Date of Joining	Date of Leaving	Exam/Degree /Diploma Passed	Month/ Year of Passing	Field of Specialization	Class obtained	% of marks

13. Give details of experience including the present employment, if any Attach true copies of experience certificates.

S. N.	Name of employer	Post held	Nature of duties /work	Date of joining	Date of leaving	Scale of pay & last pay drawn& total emoluments	Reasons for leaving of any other remarks about experience

14. Are you a member of the N.C.C. or any Professional body/Institution?

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15. Give details of your extra curricular activities.

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16. Give the details of near relation among the staff of this college, if any

Name of the Person	Designation	Relation with the candidate
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17. Have you previously applied for any post in this college? If yes, give particulars.

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18. Have you ever been debarred from appearing for any examination held by any Board/University or Govt. Constituted authority ? or have you ever been dismissed from service or disqualified for any post ? if yes give details

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19. Have you ever been convicted by a court of law for any criminal offence or any criminal proceedings pending against you before a court ? if yes, please give complete particulars.

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20. Additional remarks:

Applicant may mention here any special qualification or experience which has not been included under any of the heads given above.(Attach separate sheet if necessary)

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21. References:

Give references of two persons, resident of India and holders of responsible position. They should be intimately acquainted with the applicant's character and work, but must not be relations. Where the candidate has been in employment, he should either give his present or most recent employer or immediate superior as a reference.

1. Name:  
Occupation / Position:  
Address:

2. Name:  
Occupation / Position:  
Address:

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22. Details of enclosures sent with application (candidates should attach attested copies of certificates in support of all claims made viz. examinations passed, experience gained, age, caste etc.

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23. Declaration to be signed by the candidate

I. \_\_\_\_\_ hereby declare that,

1. I have read the information and instructions mentioned in the advertisement and in the application form.
2. The information furnished by me in this application form is true and correct. I am aware that, if any of the statements made in this application form or any other information supplied by me in connection with this application form is later on, at any time, found to be false or incorrect, my application will be rejected or, if appointed, my services will be terminated without any notice and I will render myself liable for prosecution by the College authorities, if deemed necessary
3. I have not been debarred from appearing at any examination held by any Govt. Constituted or statutory examination authority in India.
4. I have not been dismissed from service or disqualified for service by Government / or Organizations constituted by Govt. or Educational institutes.

Place:

Signature of Candidate

Date:

Signature of forwarding authority

Stamp

Note: If the candidate is employed in a government / Semi government organization or an educational institution, the application must be forwarded by the employer.

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For officer use only:

Application Accepted /

Rejected If rejected,

reasons for rejection

1.

2.

3.

Signature of Officer in-charge

Place:

Date :

Signature of Principal