



# GANDHI MEMORIAL NATIONAL COLLEGE

## AMBALA CANTT – 133001 (HARYANA)

### Form of Application for employment of Non Teaching posts on Regular/Temporary/Contractual basis

Affix  
Passport Size  
Photograph

Sr. No. . . . .

Application No. ....  
(To be filled in by the Office)

**Notes:**

- i) This application form should be properly filled.
- ii) Attested copies of all certificates/testimonials to be attached.
- iii) Applications received after the due date or found incomplete or without enclosures will not be considered.

1. a) Post applied for (Give full name of the post) .....

(Advt. No. .... Date..... Newspaper .....

b) Nature of Post (Regular/Temporary/Contractual) .....

2. Name in full (in block letters) .....

3. Present Postal Address (in block letters) .....

Telephone No. with STD Code ..... Mobile No. ....

4. Permanent Postal Address (in block letters) .....

Telephone No. with STD Code ..... Mobile No. ....

5. Father's/Husband's Name .....

6. a) Nationality of the candidate .....

b) Whether belongs to SC/BC/ESM/Physically handicapped/General/Other .....

c) Marital Status .....

7. a) Date of Birth .....(In words).....

b) Place of Birth .....

8. a) If you are employed, your present designation .....

b) Name of employer.....

9. Have you ever been prosecuted or kept under detention or bound down or fined or convicted by a Court of Law for any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form? If the answer is 'YES', full particulars of the case, detention, fine, conviction, sentence etc. should be given –

10. Educational Qualifications (From Matriculation onwards)

Exam Passed	Univ/ Board	No. of Attempts	Roll No.	Year of Passing	Class or Division	Max. Marks	Marks Obtd.	% age	Subjects/ Specializations
Matriculation									
Hr.Sec/ Pre-Univ.									
Sr. Sec. (XII)									
BA/B.Sc/ B.Com/BCA									
MA/M.Sc./ M.Com/MCA									
Any other Exam									

11. a) Typing speed on Computer: **English** ..... **Hindi** .....  
 b) Shorthand speed: **English** ..... **Hindi** .....
12. Knowledge of Accounts work: .....
13. Proficiency in other Office Work:.....  
 .....
14. Other Qualifications: .....
15. Total Experience (Attach Proof): .....

Name of Employer	Designation	Duration of Appointment	Basic Pay/ Salary	Reason of Leaving

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment.

Place: .....

Date: .....

(Signature of the candidate)

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

This application of Mr./ Miss/Mrs. .... who is present working as ..... in this ..... Department/Organization for the post of ..... in the ..... is forwarded and recommended for consideration. In case he/she is selected for employment in the ..... he/she will be relieved from his/her present position on ..... notice.

Place .....

Date .....

**Signature of the Head of the Institution/Organization**

(Seal of Office)

**List of Documents attached:**

1. .... 5. ....  
 2. .... 6. ....  
 3. .... 7. ....  
 4. .... 8. ....