**APPLICATION FORM**

**For**

**Programme Assistant**

**and**

**Technical Assistant**

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA**

**JABALPUR (M.P.)**

|  |
| --- |
| (**Details of application fee**) |
| Bank Draft No. |  |
| Amount |  |
| Date |  |

|  |
| --- |
| Affix recent passport size photograph |

**APPLICATION FORM FOR PROGRAMME ASSISTANT & TECHNICAL ASSISTANT**

Name of the post : ……………………………………………………………………

 (with discipline)

Scale of pay Rs. : ……………………………………………………………………

Advertisement No : …………………………………Item No.………………………

Category applied for : ……………(Unreserved/ /SC/ ST/ OBC/ Handicap/ Woman)

1. Name in full : Dr./Mr./Mrs./Miss ………………………………………………

 (in block letters)

Father’s / Husband’s Name : …………………………………………………………

1. Address :
2. Present address (for correspondence) : ……………………………………….

……………………………………………………………………………………….

…………………………………………………… Pin-code : …………………….

1. Permanent home address : ………………………………………………………

……………………………………………………………………………………….

…………………………………………………… Pin-code : …………………….

 (iii) Telephone : ..........................., Mobile : …………………………………………..

 e-mail : ……………………………………………… Fax No. : …………………...

 (iv) Are you a bonafide resident of M.P. : YES / NO (If YES then attach proof)

 …………………………………………………………………………………………

1. Date of birth (according to Matriculation Certificate)

Figures : …/…/…………In words:………… ………………………………….

Age (on last date for application) ……………….

1. Nationality …………………………………………………………………………………
2. Place of birth (with name of District and State) : ………………………………………

………………………………………………………………………………………………

6. (a) Mother tongue : …………………………………………………………………..

(b) Other language(s) which the applicant can speak, read and write Fluently : ..

 ………………………………………………………………………………………...

7. Whether belongs to SC/ ST/ OBC : .........................................................................

(In support, please enclose a certificate from authorized Issuing Officer)

8. School from which the applicant passed the High School or Higher Secondary or an

equivalent examination and Colleges at which educated:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name of School and College** | **Year of joining** | **Year of leaving** |
|  |  |  |  |
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|  |  |  |  |

9. Examinations passed : (Please enclose copies of certificate/degree & mark - sheet/transcript etc. of each of the examinations.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Examination\*** | **Name of the degree/ diploma** | **Name of the University or other examining body** | **Percentage of marks/ OCGA obtained** | **Division obtained** | **Year of passing** | **Subject(s) (Major)** | **Enclosure Number** |
| **Certificate/ degree** | **Mark sheet/ transcript** |
| (i) | High School |  |  |  |  |  |  |  |  |
| (ii) | Higher Secondary/ Intermediate/ Pre-University |  |  |  |  |  |  |  |  |
| (iii) | Bachelor’s Degree |  |  |  |  |  |  |  |  |
| (iv) | Master’s Degree |  |  |  |  |  |  |  |  |
| (v) | Doctor’s degree  |  |  |  |  |  |  |  |  |
| (vi) | Any other Degree / Diploma / Certificate (with exact duration) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Note:-

(1) Only completed and awarded qualifications should be mentioned.

(2) Incomplete or result awaited qualifications should not be mentioned or clearly indicated.

10. Experience :- Teaching, Research, Extension, Field Work or any other, (Please describe each of the experience separately and in detail with its duration and dates).

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.................................................................................................................................

11. Positions held in chronological orders :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Post** | **Organization** | **Pay scale, Present basic, Present total emoluments** | **Period** | **Total Duration** | **Reason for leaving** |
| **From** | **To** | **Y. M. D** |
| **D. M. Y.** | **D. M. Y.** |
|  |  |  |  |  |  |  |

12. Name of not less than two persons copies of whose testimonials are to be attached. (Originals to be produced at the time of interview)

(1) .....................................................................................................................

(2) .....................................................................................................................

(3) .....................................................................................................................

13. Name and address of two persons to whom reference may be made

(1) .....................................................................................................................

(2) .....................................................................................................................

14. (i) Have you ever been arrested/prosecuted/convicted by a criminal court ?; if yes, give the circumstances and sentence awarded.

.....................................................................................................................

.....................................................................................................................

 (ii) Have you ever been subjected to any departmental enquiry ?; if yes, give

details

.....................................................................................................................

.....................................................................................................................

 (iii) Have you ever been debarred from appearing at any examination/selection conducted by the union public service commission/state public service commission/government/university/ board of any other educational institute/authorities ?; if yes, give particulars

.....................................................................................................................

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15. Additional Remarks, if any ....................................................... .........................

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16. Minimum pay acceptable for the post applied for...............................................

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**Note:** - All the statements should be supported by proof enclosure wherever necessary. If the space is insufficient additional sheet may be used wherever required.

**DECLARATION**

I declare that the entries made in this form are true and correct to the best of my knowledge and belief.

Place :

Date : .................... **Signature of the candidate**

**REMARKS OF THE PRESENT EMPLOYER**

**(In the case of those who are already in service)**

The applicant Shri/Ku./Smt.……………………………….……………… is holding a permanent/ temporary post of (name of post)………………………………in the scale of pay (pay scale)…………………………….. from (date of joining).............................. and his/ her **present basic pay** is Rs. **………………………….** P.M. His/ Her application is forwarded and he/ she will be relieved in case he/ she is selected for the post applied for.

Date ...........................

Place :

 **Signature**

 **Designation of Officer**

 **(with official seal)**

SUMMARY SHEET

(To be prepared and submitted in QUADRUPLICATE (in 4 copies) in the format given below. No enclosures are to be attached to this sheet)

1. Name of the applicant : …………………………………………….

2. Date of Birth : …………………………………………….

3. Whether belonging to SC/ST/ OBC?:

 If yes, mention name of the Caste/.................................................................

 Tribe/ Backward Class

4. Examination Passed Examination : …………………………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the degree/ diploma** | **Name of the University or other examining body** | **Percentage of marks/ OCGA obtained** | **Division**  | **Year of passing** | **Subject(s) (Major)** |
|
| High School |  |  |  |  |  |  |
| Higher Secondary/ Intermediate/ Pre-University |  |  |  |  |  |  |
| Bachelor’s Degree |  |  |  |  |  |  |
| Master’s Degree |  |  |  |  |  |  |
| Doctor’s degree  |  |  |  |  |  |  |
| Any other examination(s) |  |  |  |  |  |  |
|  |  |  |  |  |  |

5. Position held, so far :

|  |  |  |
| --- | --- | --- |
| **Name of Post** | **Organization and Address** | **Duration of appointment with dates** |
| **From** | **To** |
| **D. M. Y.** | **D. M. Y.** |
|  |  |  |  |

Date :

 **SIGNATURE OF THE CANDIDATE**

ADDITIONAL INFORMATION

1. Name of the applicant : ………………………………………..

2. Name of the post applied for specifying : ………………………………………..

 the discipline. ………………………………………..

3. Item No. : ………………………………………..

4. Category applied for : (Unreserved/ /SC/ ST/ OBC/

 Handicap/ Woman)

5. (a)Are you a bonafide resident of : ………………………………..

 Madhya Pradesh

 (b)If yes state the place of residence

(i) Village/Town/City : ………………………………………..

(ii) Tahsil : ………………………………………..

(iii) District : ………………………………………..

(Please furnish a certificate from the

officer/ authority and on the form as

prescribed by the Govt. of Madhya

Pradesh)

6. (a) Are you a member of Scheduled : ………………………………………..

Caste or Scheduled Tribe or Other

Backward Classes, which have been

included in the lists of SC/ST/OBCs

notified for Madhya Pradesh ?

 (b) If yes, please give the name of the : ………………………………………..

caste or tribe or backward class and

in support thereof, please furnish a

certificate from the Officer /

Authority and on the form as

prescribed by the Govt. of Madhya

Pradesh.

7. (a) Father’s name : ………………………………………..

(b) Address : ………………………………………..

(c) Occupation :.

 (If expired, state his last address and

 occupation before death) :...................................................................

8. Title of Thesis :...................................................................

(a) Master’s degree :...................................................................

......................................................................

(b) Doctorate degree :...................................................................

......................................................................

Place : Date : **Signature of the candidate**

**List of Enclosures / Annexure**

A tentative list of enclosures to facilitate preparation of statement of annexure which may be still exhaustive

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particulars of Annexure (Proof)** | **Enclosure page no.** |
| 1 | Bank Draft |  |
| 2 | Date of Birth |  |
| 3 | Caste Category Certificate: (SC/ST/OBC of M.P. State) (Tick) |  |
| 4 | Certificate of Bonafide Residence of M.P. |  |
| 5 | Academic Qualification |  |
| A | High School / Secondary mark sheet /Grade sheet |  |
| B | High School / Secondary Certificate |  |
| C | Higher Secondary/ Sr. Hr. Secondary/Intermediate/ PUC mark/Grade sheet |  |
| D | High School / Secondary mark sheet /Grade sheet |  |
| E | Graduation Mark sheet / Grade sheet |  |
| F | Graduation Degree |  |
| G | Post - Graduation Mark sheet / Grade sheet |  |
| H | Post - Graduation Degree |  |
| I | Ph.D. Mark sheet / Grade sheet |  |
| J | Ph.D. Degree |  |
| K | Other Degree / Diploma / Certificate – Mark sheet / Grade Sheet |  |
| L | Other Degree / Diploma / Certificate |  |
| 6 | Service Experience (Certificate must indicate exact date(s) and duration, nature of job and full time basis / part time basis/ guest faculty/ contract basis) |  |
| 7 | Testimonials |  |
| 8 | Others (if any) |  |

Signature of Candidate

**Photo copy of both front and reverse side of document should be given where ever required to facilitate gradation / division etc.**