



Lajpat Rai DAV College

Jagraon-142026

Application for Non-Teaching

Ph. 01624-223260, 223921 (T/F)

Office Use Only

Dairy No.:

Date:

Website : www.lrdavjagraon.com

E-mail : lajpatdavcollege@gmail.com

Sr. No.

Name of the Post :

A. Name in Full (In block letters) Mr./ Mrs./Ms

Father's/Husband's Name : _____

Mother's Name : _____

Date of Birth:

Place of Birth:

Marital Status:

Nationality:

Category : GEN. / SC / ST / OBC

(If Yes, Please Attach certificate from Tehsildar /Magistrate I Class of the area).

B. Addresses :

Permanent address (in block letters):

Affix recent
passport size
photograph

Present Address: (for Correspondence) (in block letters): _____

Phone/Mobile No. _____ E-mail: _____

C. Minimum Pay acceptable: As per DPI Norms

D. Educational Qualification: (Please attach one set of attested copies alongwith original application only)

Examination	Univ/Board	Main Subjects	Year of Passing	Marks Obtained (with max marks)	Class/Divn./ Grade (attach conversion formula)	*Merit/Prizes /Medals won,if any.
1. Matric						
2. 10+2/Pre-Med / Pre-Engineering						
3. B.A/B.Sc/B.Com. etc.						
4. M.A/M.Sc/M.Com. etc.						
5. Any other (specify)						
6.						
7.						

E. Professional Training:

S. No.	Organisation	Period		Details of Training
		From	To	

F. Employment Experience (details in chronological order, starting with first job)

Name & Address of Employer/Institution	Date of		Designation	Nature of Job	Pay Scale (Basic + Grade Pay)	Reason For Leaving
	Joining	Leaving				

G. If retired, last pay drawn with pay scale :

H. Proficiency
(give evidence) :

Typing

Shorthand

Computer

I. Any award / appreciation achieved :

J. Your strengths :

K. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishment, capability and character but must not be relatives. At least two of them should be citizens of India. Supervisor of each major employment and present or most recent employment must be listed.

Name

Occupation/Position

Address

1. _____
2. _____
3. _____

L. Additional Information: (No annexure need to be enclosed)

M. Whether willing to join on Temporary/Contract basis

if not selected on regular basis

Yes / No

N. List of Enclosures:

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. Draft No. _____ Dt. _____ Amount _____

O. Declaration: I solemnly declare that:

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the LRDAV College, Jagraon
- ii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service
- iii) If selected, I will abide by the rules and regulations of the DAY Institution and work with full dedication and professional ethics.
- iv) I have never been prosecuted, kept under detention or bound down/fined or Convicted by the Court of Law for any offence.

Place: _____

Date: _____

Signature of Applicant

Signature of Employer With
Official Seal