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|  | **SHAHEED BHAGAT SINGH COLLEGE**  **(University of Delhi)**  **Sheikh Sarai, Phase-II, New Delhi-110017**  **Phone No.: 29250306, Fax: 29257472, Website:** [**www.sbsc.in**](http://www.sbsc.in) |

**APPLICATION FORM FOR NON–TEACHING POSTS**

**Form No.: \_\_\_\_\_\_\_**

Paste Passport Size Photograph

(Self Attested)

Post Applied For : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advertisement No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of the Applicant : Mr./Miss/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in Block Letters)

1. Father’s/ Husband’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of Birth : (i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) Age: Years: \_\_\_ Months\_\_\_ Day \_\_\_ (as on 31.03.2017)

1. (a) Whether belongs to any : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Yes / No)

reserved category

If yes, name of the category : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (OBC/SC/ST/Pwd(OH/VH/HH)

(b) Whether applying under any : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Yes / No)

reserved category as per

advertisement

If yes, name of the category : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OBC/SC/ST/Pwd(OH/VH/HH)

5. (a) Address for Communication : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Id \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Permanent Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sex : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.(Male / Female)
2. Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Marital Status : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Married / Unmarried)
4. Educational Qualifications (Secondary onwards):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Passed / Degree Obtained** | **Board /University** | **Institution** | **Passing Year** | **%marks and Division** |
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1. Professional/Technical Qualification(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Passed / Degree Obtained** | **Board /University** | **Institution** | **Passing Year** | **% marks and Division** |
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11. Work Experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organization** | **Designation** | **Working Period**  **From To** | | **Salary / Pay Scale** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

12. (a) Do you know typewriting : English.................(Yes / No) Hindi..............(Yes/No)

If yes, state speed : English.................(w.p.m.) Hindi.....................(w.p.m.)

(b) Do you know shorthand : English.................(Yes/No) Hindi..................(Yes/No)

If yes, state speed : English..................(w.p.m.) Hindi....................(w.p.m.)

13. Do you have computer proficiency : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.(Yes / No)

If yes, state which of the following you MS Word Email

know and work with confidence ( √ ) : MS Excel MS Powerpoint

Browsing & Searching

14. Any other Information : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Details of fee

(in case applicable & payable as per advertisement for candidates applying in a downloaded form)

(a) Amount of fee : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Draft No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Draft Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Name of Bank : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(on which DD drawn)

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

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

(Signature of Applicant)

Place :.................................................................

Date :................................................................. ..............................................................................

(Name of Applicant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENDORSEMENT FROM EMPLOYER**

(for applicant in employment)

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Date : .................................................... ........................................................................

Signature of

the Head of the organization /department

(With seal)

**GENERAL INSTRUCTIONS**

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category OBC\*/SC/ST/PwD(OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.

\* OBC candidates only from the Central List of OBCs’ having non-creamy layer status are eligible.

1. Applicants in employment should get their application endorsed from their employer.
2. The envelope containing application form should be superscribed as:

“Application for the post of ……………………………………………………”

name of the post

1. In case of downloaded application, the prescribed fee should be payable through demand draft payable at Delhi in favour of “Principal, Shaheed Bhagat Singh College”.
2. Application should be addressed to:

**The Principal**

**Shaheed Bhagat Singh College**

**Sheikh Sarai, Phase-II**

**New Delhi-110017**

1. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.
2. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testmonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.

11. No TA/DA will be paid for attending the prescribed tests and interview.

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**ADMIT CARD**

**Written Test for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form No. : \_\_\_\_\_\_\_\_\_**

Paste Passport Size Photograph

(Self Attested)

(to be filled by the candidate)

Roll No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Examination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Centre : Shaheed Bhagat Singh College

Sheikh Sarai, Phase-II

New Delhi-110017

(For office use)

**PARTICULARS OF CANDIDATE**

Name of Candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s/ Husband’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (General/OBC/SC/ST/PwD)

Address of Candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Candidate Principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ADMIT CARD**

**Written Test for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form No. : \_\_\_\_\_\_\_\_\_**

Paste Passport Size Photograph

(Self Attested)

(to be filled by the candidate)

Roll No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Examination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Centre : Shaheed Bhagat Singh College

Sheikh Sarai, Phase-II

New Delhi-110017

(For office use)

**PARTICULARS OF CANDIDATE**

Name of Candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s/ Husband’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (General/OBC/SC/ST/PwD)

Address of Candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Candidate