



RAJGIR, DIST. NALANDA, BIHAR- 803 116

(An International University established by an Act of Parliament)

APPLICATION FORM FOR NON-ACADEMIC POSTS

This application Form is only for the Post Codes: 21-25 and 30-31(Please refer advertisement for the post codes)
(Advertisement No. NU/Estt./NA/01/2016)

**Affix latest
self-attested
Passport size
coloured
photograph**

Please go through the instructions to candidate's alongwith the detailed advertisement on University website before filling up the Application Form. All the fields are mandatory. Duly filed application form alongwith the copies of your educational qualification, professional experience and demand draft etc. should reach the Registrar, Nalanda University, Rajgir, Bihar- 803116.

Post applied for: _____

Draft Amount Rs. _____/- (Rs. in words _____)

Demand Draft No: _____ Dated: _____

1. Name:
(In Capital Letter)

2. Mother's name:

3. Father's name:

4. Gender
(Tick any one):

Male		Female		Other	
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5. DOB:

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6. Marital Status: _____ 7. Nationality: _____

[illegible][illegible]

										PIN:						
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[illegible][illegible]

Examination Passed	Subjects	Name of University	Regular / Private / Distance Learning	Marks Details			Course Duration & Year of passing
				Marks Obtained	Total Marks	% of marks / CGPA obtained	
10th							
12th							
Graduation -----							
Others Courses -----							
Other Degree (s) -----							

12. Language:
(Please as ✓
Applicable)

	English	Hindi	Other Language: 1	Other Language - 2
Read				
Write				
Speak				

13. Distinctions/Prizes/Awards/Medals/Honours, etc:

14. Professional Experience (Pl. start with current exp.): **Only post qualification experience should be mentioned.**

Type of Institutions/ Central /State Govt./Autonomous/PSU/Private	Designation & Nature of Engagement (Permanent / Temporary / Contractual)	Duration (From – To)		Pay Scale	Monthly Basic Pay	Nature of duties performed	Reason for leaving

15. Please specify familiarity and actual practice of Computers:-

Computer Skills	Your Competence
Typing	
MS Office	
Languages Known	
Any Other	

16. Why do you wish to join Nalanda University and how do you meet the job requirements as advertised? (In 150 words):

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17. Name and Address of three Referees, under whom you have worked:

Name:	Name:	Name:
Designation:	Designation:	Designation:
Address:.....	Address:.....	Address:.....
.....
Ph. No.:	Ph. No.:	Ph. No.:
Cell No.	Cell No.	Cell No.
Email ID:	Email ID:	Email ID:

Note: Referees should not be close relatives and they should have closely supervised the work of the official.

18. Any other Information that you consider relevant to support your application (In 150 words):

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19. List of Enclosures: Kindly ensure that all the following documents as applicable are attached along with the application. Incomplete documents may result in application being rejected.

1. Photograph
2. Birth Certificate
3. 10th Certificate & Mark sheet
4. 12th Certificate & Mark sheet
5. Any other certificate / Degree
6. Application fee of Rs.200/- by Demand draft.

CANDIDATE'S UNDERTAKING

20. I, _____ son/daughter/wife of _____ hereby solemnly declare that the information made in this application as above is correct and complete to the best of my knowledge and belief, and that no material information has been concealed or suppressed and if there has been suppression of any factual information, my service can be terminated any time during my service, if selected. I also undertake to observe all the instructions to the candidates.

Place: _____

Signature of Applicant: _____

Date: _____

Name of the Applicant: _____

21. EMPLOYER'S CERTIFICATE

(Applicable for In-service candidates working in Government / Autonomous bodies)

Certified that _____ holds the post of _____ on substantive / temporary basis in the pay scale of _____ in the Department of _____.

This office has no objection for the consideration of his/her application and in case of selection he/she will be relieved as per rules. The particulars as furnished above have been duly verified by the office. Further, there is no vigilance inquiry or disciplinary proceedings either pending or being contemplated and no penalties has been imposed against the candidate.

Date: _____

Signature with official seal: - _____

Designation: _____

Contact No: _____

PAYMENT DETAILS

- | | |
|------------------------------------|--------------------|
| 1. Employees of Nalanda University | No application fee |
| 2. Other Candidates | Rs.200/- |