

Name of the College: F.C. College for Women, Hisar

**FORM OF APPLICATION FOR EMPLOYMENT FOR TEACHING POSTS**

(Regular / Contract)

Sr. No. \_\_\_\_\_

Application No. \_\_\_\_\_  
(to be filled by the office)

Please Note: -

1. This application form and the bio-data should be properly filled in.
2. Attested copies of all certificates/testimonials should be attached. Originals will have to be shown at the time of interview.
3. Persons in employment should send their application through their employers. They may, however, send a copy in advance., but it must be on the prescribed form, and accompanied by the DD, copies of certificates/ testimonials etc. A copy of the application on the prescribed form be also sent to the Dean of Colleges, GJU S&T Hisar.
4. Application received after the due date or found incomplete may not be considered.

**Performa: -**

1. Post applied for (full name of the post) \_\_\_\_\_  
\_\_\_\_\_ (Advt. No.) \_\_\_\_\_
2. Name in full (in block letters) \_\_\_\_\_
3. Present postal address (in block letters) \_\_\_\_\_  
\_\_\_\_\_
4. Telephone Nos./Mobile No. \_\_\_\_\_ E-mail ID \_\_\_\_\_
5. Permanent home address \_\_\_\_\_  
\_\_\_\_\_
6. Father's Name \_\_\_\_\_
7. Husband's name \_\_\_\_\_
8. Aadhar No. \_\_\_\_\_
9. PAN \_\_\_\_\_
10. A Whether belong to Scheduled Caste/ Backward Class \_\_\_\_\_ (Caste)  
B Nationality: \_\_\_\_\_  
C Marital Status: \_\_\_\_\_  
D Handicapped / Blind: \_\_\_\_\_
11. Date of birth: \_\_\_\_\_  
Place of birth: \_\_\_\_\_
12. If you are employed, your present designation \_\_\_\_\_
13. If Yes, give detailed particulars in col. No. 19.
14. References:  
I Name: \_\_\_\_\_  
Occupation or Position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

II Name: \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

**Note:** These should be professionally competent persons who are acquainted with some aspects of the applicant's training, accomplishment, capabilities and the character but must not be related to the applicant. Two references should be listed and at least one of them should be citizen of India. For applicants having done Post-Graduate or Post-Doctoral research supervisors must be listed.

15. Have you ever been prosecuted, kept under detention or bound down, fined, convicted by a court of Law of 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.

16. Educational Qualifications (From Matriculation onwards)

Exam Passed	Uni/ Board	Roll No.	Year of Passing	Class or Divn.	Marks Obtained	Max. Marks	% age	Distinction
Matric								
Senior Secondary/10+2								
B.A./B.Com/B.Sc								
M.A./M.Com/M.Sc.								
M.Phil								
Ph.D.								
NET/SET								
Any other Exam								

17. Topic of M.Phil. dissertation \_\_\_\_\_

18. A. Topic of research for Ph.D. \_\_\_\_\_

B. Field of specialization \_\_\_\_\_

\*C. List of publication: -

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	A	B	C	D	E
Publication	Published	In Press	Accepted for Publication	Communicated for Publication	Under Preparation

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Books : Independently  
 Jointly

Paper : Independently  
 Jointly

Abstracts Independently  
 Jointly

Independently  
 Jointly

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19. Name of the Employer	Designation of the post held	Duration of the appointment		Basic pay and allowances separately	Reasons for leaving the job	Type of Employment Whether Regular/ Temp. /Adhoc etc.
		From	To			

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20. Total experience: Under Graduate Classes \_\_\_\_\_ Post Graduate Classes \_\_\_\_\_

21. Period required for joining the post if selected \_\_\_\_\_

22. List below the certificates and testimonials (attested copies) attached: -

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am aware of any circumstances which may impair my fitness for employment.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

(Signature of the Candidate)

**\*Attach a list of publications in respect of each category mentioned above.**

#### CERTIFICATE FROM THE EMPLOYER

The application of \_\_\_\_\_ who is at present working as \_\_\_\_\_ in \_\_\_\_\_ Department/Organization is applying for the post of \_\_\_\_\_ in **F.C College for Women, Hisar** forwarded and recommended for consideration. In case he/she is selected for employment in the F.C College for Women, Hisar, she/he will be relieved from his position on \_\_\_\_\_ notice.

Place \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the Head of  
the Office/ Organisation

(Seal of the office)