

Serial No

CHHOTU RAM ARYA COLLEGE, SONIPAT-131001
APPLICATION FORM FOR ALL TEACHING POSTS (On Contract Basis)

Application No.
(To be filled in by the office)

A signed passport
size recent
photograph of
the candidate duly
attested by a
gazetted officer
must be pasted
here

NOTE :

- i) The application form and the bio-data should be properly filled in completely.
- ii) Attested copies of all Certificates/Testimonials should be attached. Originals will have to be shown at the time of the interview.
- iii) Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by copies of certificate/testimonials etc.
- iv) Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily.
- v) Only eligible candidates should apply for the position /post.
- vi) Use separate form for each position/post.
- vii) Prescribed qualifications may be seen on the our affiliating University website [www. mdurohtak.com](http://www.mdurohtak.com).
- viii) Latest Character Certificate from the last employer is must.

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1. a) Post applied for _____ Dept. _____
(Give the full and correct name of the post)
 - b) Advertisement No. _____
 - c) Specialization applied for as per Advt. _____
 - d) Date of attaining eligibility for the post and
ground thereof. _____
 2. a) Name in Full (in block letters) _____
 - b) Father's Name _____
 - c) Mother's Name _____
 3. a) Present Postal Address _____
 - b) Permanent Address _____
 - c) Phone No. with STD Code _____
Mobile No. _____
 - d) E-mail Address _____
 4. a) Date of Birth _____
 - b) Age as on last date of receipt of application (..... Year..... Months)
 - c) Place of Birth _____

5. a) Nationality of candidate _____
- b) Do you belong to SC/BC/Ex-Service-man/Physically Handicapped category? _____
(If yes, attach a certificate from the competent authority)
- c) Male/Female _____
- d) Marital Status (Married/Unmarried) _____
(If married, Whether you have more than one living wife/husband)
(say Yes or No) _____
6. a) Present employment, if any, with pay & grade _____
(State whether on adhoc/temporary/probation/permanent) _____
- b) Date of next increment _____
- c) Name of Employer _____
- d) Have you obtained prior permission of your present employer for submitting this application? _____
- e) Consolidated Salary acceptable, if selected _____
- f) Period required for joining the posts if appointed. _____
7. a) What is your mother tongue? _____
- b) Name the languages both Indian & Foreign which you can read, write and/or speak. Give particulars and examination(s), if any, passed in each.

Read only	Speak only	Read & Speak	Read, Write & Speak	Examination(s) Passed

8. a) Have you ever been disqualified from appearing in any University Examination/undertaking University work (Say Yes or No) _____
- b) Are you a dismissed employee? (Say Yes or No) _____
9. Bank Draft(s) Nos.....Date Amount Rs.

OR

College Receipt No. Date Amount Rs.

ORIGINAL COLLEGE RECEIPT MUST BE ATTACHED WITH THIS APPLICATION

10. **REFERENCES** : (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be related to the candidate. Two references should be listed and atleast one of them should be a citizen of India. For applicants having done Post Graduate or Post doctoral research, the Research Supervisor must be listed.) For applicants who are having teaching experience, the recommendation of the Head of the Last institution where taught is must.
- i) Name _____
- Occupation or Position _____
- Address _____

ii) Name

Occupation or Position

Address

11. Educational Qualifications (from Matriculation onwards)

Exam. Passed	Subject	Univ./ Board	Year of Passing	Class or Division	Max. Marks	Marks Obtained Obtained (Accurate)	% of Marks	Distinctions, if any
Matric								
Hr. Sec./ Pre-Univ./ Inter/10+2								
B.A./B.Sc./ B.Com.								
M.A./M.Sc./M.Com.								
M.Phil.								
Ph.D (Date of Regn. of Ph.D.)								
NET/SET/etc.								
Any other exam.								

Note:- Attested copies of certificates in support of qualifications be attached with this application.

12. Topic of Research in Ph.D.
.....

13. Name of Supervisor with Official Address:
.....Whether Course work done or not, if Yes Pl. Provide details

14. Employment : - Give particulars concerning all periods of employment, including professional nature

Name of Employer/ Institution	Designation of the Post held and its pay scale	Duration of appointment		Basic Pay & allowances separately	Reasons for leaving
		From	To		

15. Total experience : (for teaching position/post)

Teaching Experience (To be mentioned from the date of meeting the eligibility requirement for the post applied.

Post held	Name of the College/Institution	Nature of Post	From	To	Total			UG Experience	PG Experience
		Whether permanent/ Regular/ Adhoc/ Contractual with pay scale/Consolidated Salary			Yrs.	M	D		

Research

Post held	Name of the College/Institution	Research					Guiding Research				
		From	To	Total			From	To	Total		
				Yrs	M	D			Yrs	M	D

16. *List of Publication :-

Publication A.	Published B.	Single co-authorship C.	Inter-National Journals D.	National Journals E.	State Journals F.
1. a) Books b) Chapters					
2. Papers					
3. Abstracts					
4. Journals					
5. Patents					
6. Fabrications					

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

17. No. of Symposia/Conferences/Work-shops/Seminars/Committees attended.

National

International

18. Give particulars of Prize, Medal, and Merit won, distinctions, if any :-

- | | |
|-----|------|
| i) | iii) |
| ii) | iv) |

19. List of the certificates (attested copies) attached :-

- | | |
|------|-------|
| i) | vi) |
| ii) | vii) |
| iii) | viii) |
| iv) | ix) |
| v) | x) |

20. Additional information, if any :

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.....

.....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the college affiliated to M.D. University, Rohtak.

Place

Date

.....

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr., who is at present working as in the (Deptt./Organisation) is recommended and forwarded for consideration for the post of to the Principal, Chhotu Ram Arya College, Sonipat. In case, he/she is selected for employment in this college, he/she will be relieved of his/her present position.

During his/her tenure of employment, his/her work and conduct is found..... I am also satisfied with his/her teaching skills.

.....
of the office/organisation

Place

Date

Signature of the Head

(Seal of Office)

BRIEF SYNOPSIS OF QUALIFICATIONS & EXPERIENCE

(Must be filled up neatly and accurately for consideration by the Screening Committee for determining eligibility)

Sr. No./Appl. No. Advt. No. Name of the Candidate Name of the Post.
Department Specialization applied for Date of Birth

Educational Qualifications from Matric onwards

Exam Passed	Division/ Class	% of Marks (accurate)	Year	Board/University	Field of Specialization	Publication, if any			
						Books	International Journals	Natuional Journals	State Journals
1	2	3	4	5	6	7	8	9	

EXPERIENCE

(to be given w.e.f. the date of eligibility as Lecture/Assistant Professor)

Post Held	Institution	Period					Present designation basic pay and pay scale	If Selected Basic pay acceptable	Remarks if any
		From	To	Total					
				Year	Month	Days			
1	2	3	4	5	6	7	8	9	10

Recommendation of the Screening Committee regarding eligibility.

(Signature of the applicant)