

# APPLICATION FORM FOR NON-TEACHING POSTS

Advertisement No:  
Last Date of Receipt of  
Application Form:

Registration No:  
(For Office use Only)

Paste your recent  
colour passport  
size signed photo

### Details of Bank Payment

DD Number & Date	Amount	Name of the Bank	DD issuing Branch's Name

**1. Name of the Post Applied for:** \_\_\_\_\_

### 2. Personal Details:

(a) Name (in capital letters)	First Name			Middle Name	Surname	
(b) Date of Birth	Day	Month	Year	Age as on date of Advertisement	Years	Months
c) Father's Name						
d) Mother's Name						
e) Nationality						
f) Gender <span style="float: right;">Male / Female</span>						
g) Religion						
h) Community/Category <span style="float: right;">GEN / SC / ST / SEBC /Other categories: _____ If other Categories give details _____</span>						
i) Marital Status <span style="float: right;">Married/ Unmarried</span>						
j) If physically disabled indicate the relevant particulars						
i) Blindness or Low Vision				If applicable write "Yes"		Percentage of Disability
ii) Hearing Impairment						
iii) Locomotors Disability or Cerebral Palsy(includes all cases of Orthopedically Handicapped)						
k) Present Postal Address with Pin Code						
E-mail:						
Mobile Phone Number:						
Telephone No with STD Code:						
UID No.						

### 3. Educational Qualifications: (attach additional pages if required)

Name of the Course	Name of the Board/University	Month & Year Passed	% of Marks	Aggregate Marks	Subjects Studied
10 <sup>th</sup> Class/ Equivalent					
12 <sup>th</sup> Class/ Equivalent					

Bachelor's Degree					
Master's Degree					
M.Phil.					
Ph.D.					
Any other					
Indicate whether Ph.D. degree has been awarded: Yes / No					
in case Yes please submit the followings	Date of Registration	Date of Submission		Date of Notification	
4. Whether Ph.D. Degree has been awarded in accordance with the provisions of UGC (Minimum Standards & Procedures for award of M.Phil., Ph.D. Degree) Regulations 2009.		Yes / No ( In case of yes please enclose necessary certificate)			

**5.Experience: (use separate sheet is space in-sufficient)**

Designation & Scale of Pay	Name & Address of the Employer	permanent/Temporary /Contract/ Others (specify)	Period Of Experience		Nature of work
			From	To	

**6. Total Period of Experience (Please ensure that the period of Teaching & Research experiences claimed do not overlap)**

a)Teaching	No. of Years	No. of Months
i) Under Graduation Level		
ii) Graduation Level		
iii) Post-Graduation Level		
b) Post-Doctoral: Teaching/ Research		

<b>7. Publications, if any, in last five years (Mention here only numbers. The details of copies of reprint be enclosed)</b>				
Publications	Published (No.)	ISBN/ISSN No.	Accepted/ In Print /No )	Communicated (other than published/ Accepted)
Books Research Paper				
Books (edited)/ Chapter in Book				
Articles				
Conference Proceedings				

<b>8.Seminars/Conferences etc.</b>		
	In India (No)	In Abroad (No)
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Organised</b>		
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Participated as per Paper Contributor/Presenter</b>		
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Attended Only</b>		

<b>9. Membership in Professional Body</b>			
Name of the Organization	Annual Member ship	Life Membership	Membership No.

**10. Language Known: (please write yes or no whichever is applicable)**

Name of Language	Read	Write	Speak
Gujarati			
Hindi			
English			
Other			

**11. References (three)**

- Name: \_\_\_\_\_

PostalAddress: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Mobile No.: \_\_\_\_\_
- Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Mobile No.: \_\_\_\_\_
- Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

12. Write a note on a separate sheet in about 200 words stating the nature of your academic contribution to the department/programme/faculty/university where you served earlier.
13. Your vision and future plan for the overall development in about 200 words for the department/programme/university in which you have applied
14. Are you willing to accept the minimum initial pay in the grade?  
if not, state reasons for claiming higher starting pay.
15. Time Required to join, If offer of appointment will issued?
16. Have you ever been arrested/prosecuted/kept in detention/convicted by a court of Law or whether any case is pending against you in a Court of Law? Yes \_\_\_ No \_\_\_  
If the answer to the above question is "Yes" give details \_\_\_\_\_
17. Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution? Yes \_\_\_\_\_ No \_\_\_\_\_  
If the answer to the above question is "Yes" give details \_\_\_\_\_
18. Has any disciplinary action been taken against you by any University/ Institute where you have served? Yes \_\_\_\_\_ No \_\_\_\_\_  
" If Yes" give details \_\_\_\_\_

**19. List of Enclosure:**

- |          |          |
|----------|----------|
| 1. ....  | 2. ....  |
| 3. ....  | 4. ....  |
| 5. ....  | 6. ....  |
| 7. ....  | 8. ....  |
| 9. ....  | 10. .... |
| 11. .... | 12. .... |
| 13. .... | 14. .... |

**Declaration**

I ..... Son/Daughter  
of.....hereby declare that all the statements and  
entries made in this application are true, complete and correct to the best of my knowledge  
and belief. In the event of any information being found false or incorrect or ineligibility  
being detected before or after the selection committee and during my entire career, my  
candidate/appointment may be cancelled by the University

Date:

Signature of the Applicant

Place:

Name {in block letters):

(Application not signed by the candidate liable to be rejected)

**Endorsement by the Employer:**

(The endorsement below is to be signed & Forwarded by the Head of the Institution /Employer of the organization/  
institution in the case of the in-service candidate)

**Forwarded to The Registrar Shri Govind Guru University Godhra.**

The applicant Dr /Mr /Mrs./Ms. .... who has  
submitted this application for the post of ..... in**ShriGovind  
Guru University Godhra**has been working in this organization namely  
..... in the post of  
..... in a the temporary/contract/permanent capacity  
with effect from ..... in the scale of pay of Rs.  
..... He/ She is drawing a basic pay of Rs.  
.....

Further, it is certified that the applicant has requisite qualifications experiences as per the  
post advertised. No disciplinary/vigilance case has ever been held or contemplated or is  
pending against the said applicant. There is no objection for his/her application being  
Considered by the SGGU

Signature of Forwarding Officer

Name: .....

Designation: .....

Place: .....

Date: .....

Seal

Checklist of Documents Enclosed

Sl. No	Documents	Please tick, whichever is applicable
1.	Matric / Secondary / High School (10th Class) Marks Sheet	
2.	Matric / Secondary / High School (10th Class) Certificate	
3.	Sr. Secondary / Intermediate (12th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12th Class) High School Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	JRF / NET / SLET / SET	
13.	Category certificate (OBC category certificate not earlier than six months)	
14.	Experience Certificate(s) from previous employers	
15.	Endorsement from the present employer	
16.	DD for the application fees (in original)	
17.	Any other (Please specify)	