**Educational Multimedia Research Centre**

(An Institution of CEC-UGC on Electronic Media)

St. Xavier’s College (Autonomous), Kolkata

30 Mother Teresa Sarani, Kolkata – 700 016

*Application No.*

Affix a recent  passport size  colour  photograph with  self-attestation 

photograph with  self-attestation

*(for Office use only)*

**Application Form**

(Please read the Instructions & Guidelines before filling the form)

Advertisement No…………………………….

|  |  |
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| **Post Applied for:** |  |

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| **Personal details (in capitals)** |
| 1.  | Full Name: (in block letters) |  |
| 2(a)  | Father’s Name: |  |
| 2(b)  | Mother’s Name: |  |
| 3.  | Nationality: |  |
| 4.  | Gender: (Male/Female) |  |
| 5.  | Date of Birth: |  |
| 6.  | Age as on the last date of submission of application  | Years:  |  | Months:  |  | Days: |  |
| 7.  | Category: (SC/ ST / OBC / PWD / Gen) |  |
| 8.  | Whether Physically Challenged (If yes, please specify with  relevant certificate) |  |
| 9.  | Marital Status: |  |
| 10.  | Permanent Address: |  |
| 11.  | Full address for Correspondence:  (with PIN code) |  |
|  | Tel. No. |  |
|  | Mobile No. |  |
|  | E-Mail |  |

|  |  |
| --- | --- |
| 12.  | **Educational Qualifications (Matriculation onwards):** |
| Name of theExam | Board/University | Year of  Passing | % ofmarks | Division/ Class/ GPA | Subjects |
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| Please use an additional sheet, if required, retaining the above tabular format. |

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| 13.  | **Experience (Enclose additional sheet, if required, in the same format):** |
| Organisation  | Post held (permanent/ temporary)  Basic Pay and Pay Band  with Grade Pay | Nature of Work  | Period  | No. of Years/  months |
| From  | To |  |
|  |  |  |  |  |  |

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| 14.  | **Languages Known:** |
| Language | Speak | Read | Write | Examination Passed  (if any) |
|  |  |  |  |  |

|  |  |
| --- | --- |
| 15.  | **Present position:** |
| a.  | Designation along with nature of  appointment |  |
| b.  | Present pay scale & other details: |  |
| c.  | Pay Band + GP: |  |
| d.  | Present basic pay: |  |
| e.  | Total Emoluments: (Including DA, HRA, TA etc.) |  |
| f.  | Date of next increment: |  |

|  |  |
| --- | --- |
| 16.  | **Are you willing to accept the minimum pay? If not, what initial pay do you expect? Give reasons justifying your  request.** |
|  |  |

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| 17.  | **If appointed, how much time will you need for joining the Institution?** |
|  |  |

|  |  |
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| 18.  | **Any other relevant information you wish to furnish:** |
|  |  |
| Please use an additional sheet, if required, retaining the above tabular format. |

|  |  |
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| 20.  | **Referees: Give below the names of two referees holding responsible position and should not be a relative of the candidate. One of the referees should be his/her present or recent employer.** |
|  | Name  | Address, Phone No. and E-mail ID |
| 1. |  |  |
| 2. |  |  |

**DECLARATION**

I declare that all the entries made in the application are true to the best of my knowledge and belief,  and that I have not suppressed or misrepresented any information which may disqualify my candidature.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the applicant

**ENDORSEMENT OF THE FORWARDING AUTHORITY**

Mr./Mrs./Miss/Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been working in a temporary/permanent capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. His/her Pay band + Grade Pay is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He/she is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. His/her next increment is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It is certified that no disciplinary / vigilance case has ever been held or contemplated or pending against him/her.

Signature:

 Name:

Date: Designation:

Seal of the Office: