

 **ATAL BIHARI VAJPAYEE -**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT,**

**GWALIOR**

(An Institute of National Importance under Ministry of HRD, Government of India)

*APPLICATION FOR NON FACULTY POSITIONS*

**PART A: DETAILS OF APPLICANT**

Paste a

Coloured Photograph duly attested by candidate

1 Post Applied for:

2. Name:

( in capital letters )

3.Father’s/ Mother’s/ Husband’s Name:

4. Date of Birth (DD/MM/YYYY):

5. Category: SC ST PWD OBC EWS GEN

6.1. Contact Details:

(a) (i) Permanent Address(with PINCODE )

 (ii) Present Address/ Address for correspondence (with PINCODE)

(b) Email:

(c) Mobile no.:-

6.2 On line Payment Details:

(i) Date: (ii) Transaction Id :

(iii) Amount\*:

***\*Please note the amount of Rs 500 is exclusive of Surcharge/ Bank Transaction Charges, the surcharge / bank transaction charges are to be borne by the applicant. Please attach the copy of transaction detail****.*

7. Educational Qualifications (in chronological order, starting from the recent to the first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Certificate** | **Name of Institution** | **Passing Year** | **Grade / Division & Marks** | **Remarks** |
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8.1 Work Experience: (in chronological order : starting from the current to the first )

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sn** | **Designation**  | **Scale and pay (specify revised or old)** | **Name and Address of the Organization**  | **From**  | **To** | **Years**  | **Nature of work and responsibilities**  |
|  |  |  |  |  |  |  |  |
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8.1.1 Please mention any specific experience you have that strongly supports your candidature:-

8.2 Professional Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Sn** | **Conducted by Organization** | **Period****From To** | **Particulars of Training** **(Topic etc.)**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

8.3 Knowledge of working on PC/workstation and familiarity with software packages etc :

9. A short write up on why I consider myself suitable for the post applied for within 200 words:-

10. You may add any other information to support the candidature:

**PART-B: PRESENT EMPLOYMENT**

Additional details about present employment (If any)

Present Pay scale

(Central Govt/State Govt/PSU/Private Enterprise/Others (Specify)

If pay scale has been revised recently state the date of revision and also the pre revised scale

|  |  |  |  |
| --- | --- | --- | --- |
|  | Pre-revised | Revised | Remarks  |
| Basic pay |  |  |  |
| Dearness allowance |  |  |
| Other allowance Pl specify) |  |  |

Any Other information you wish to furnish

**PART-C: DECLARATION**

**Declaration by the Applicant**

I hereby declare that all the particulars stated in the application & enclosures, are true to the best of my knowledge and belief. At any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated without any notice/compensation

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

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of Applicant**

**PART-D: FORWARDING AUTHORITY/EMPLOYERS ENDORSEMENT**

This is to certify that ………….. (Name) is working as……………... (designation) on regular/contractual/temporary appointment in our department/organization. The above details given by him are verified and found correct as per our records. We have no objection for his applying to ABV-IIITM Gwalior.

It is further certified that no vigilance case enquiry is pending against him. In case of his selection, he will be relieved on direct recruitment.

Date

Place Signature of the Employer with Office Seal