

# INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

## APPLICATION FORM FOR THE NON-TEACHING POSTS (Except 'A' Class Posts)

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

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

### NOTE:

- I. This application form and the bio-data should be properly filled in.
- II. Attested copies of all Certificates/Testimonials should be attached. Originals will have to be shown at the time of interview.
- III. This application should be accompanied by the Bank draft of the value of Rs. 600/- (Rs. 150/- for SC/BC of Haryana) for the posts carrying initial basic pay of Rs. 9300-34800+4200 GP and above, Rs. 400/- (Rs. 100/- for SC/BC of Haryana) for the posts carrying initial basic pay of Rs. 5200-20200+1900 GP and above but below Rs. 9300-34800+4200 GP in favour of Registrar, Indira Gandhi University, Meerpur, Rewari. Only Bank Draft will be accepted. Ex-Servicemen are exempted from the payment of this fee.
- IV. Persons in employment should send their applications through their employer. They may, however, send a copy in advance alongwith bank draft, but it must be on the prescribed application form.
- V. Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily:
- VI. Only eligible candidates should apply for the position/post.
- VII. Use separate form for each position/post.
- VIII. Prescribed qualifications may be seen on the University Website:

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1. a) Post applied for \_\_\_\_\_  
(Give full and correct name of the post)
  - b) Advertisement No. \_\_\_\_\_
  2. a) Name in Full (in block letters) \_\_\_\_\_
  - b) Father's Name \_\_\_\_\_
  - c) Mother's Name \_\_\_\_\_
  3. a) Present Postal Address \_\_\_\_\_
  - b) E.mail Address, if any \_\_\_\_\_
  - c) Permanent Address \_\_\_\_\_
  - d) Mobile No. \_\_\_\_\_
  - e) Telephone No. \_\_\_\_\_

4. a) Date of Birth \_\_\_\_\_
- b) Age as on last date of receipt of application (..... years .....Months)
- c) Place of Birth \_\_\_\_\_
5. a) Nationality of Candidate \_\_\_\_\_
- b) Do you belong to SC/BC/Ex-Servicemen/  
Person with Disabilities 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)
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) Basic pay acceptable, if selected \_\_\_\_\_
- f) Period required for joining the post, 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  
Appear 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. ....

10. **REFERENCES:** (These persons should be 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.

i) Name \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

ii) Name \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

11. **Educational Qualifications (from Matriculation onwards)**

Exam. Passed	Uni./Board	Year of Passing	Class or Division	Max. Marks	Marks Obtained	%age of Marks Obtained (Accurate)	Distinction, if any

**Note: - Attested copies of certificates in support of qualifications be attached.**

12\* (a) Computer Typing Speed : ENGLISH ..... HINDI.....

(b) Shorthand Speed : ENGLISH ..... HINDI.....

**\* Application for the posts of Personal Assistant/Stenographer/Steno-Typist/Clerk etc.**

13. Experience (Give particulars concerning all periods of employment)

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		

14. Give Particulars of Prize, Medal and Merit won, distinction, if any:-

- i) \_\_\_\_\_ ii) \_\_\_\_\_
- iii) \_\_\_\_\_ iv) \_\_\_\_\_

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

- i) \_\_\_\_\_ ii) \_\_\_\_\_
- iii) \_\_\_\_\_ iv) \_\_\_\_\_
- v) \_\_\_\_\_ vi) \_\_\_\_\_

16. Additional information, if any, including computer knowledge etc.

.....  
 .....  
 .....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in the Indira Gandhi University, Meerpur, Rewari.

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./Organization)  
is recommended and forwarded for consideration for the post of  
..... to the Registrar, Indira Gandhi University, Meerpur,  
Rewari. In case, he/she is selected for employment in the Indira Gandhi University, Meerpur,  
Rewari, he/she will be relieved of his/her present position.

Place .....

Date .....

Signature of the Head  
of the office/organization  
(Seal of Office)