

SHRI MATA VAISHNO DEVI UNIVERSITY

Application for Administrative Positions

Advertisement No. _____ Amount of Bank Draft _____

Post Applied for _____ Issuing Bank, Number and
Date _____

1. Name in Full (in Block Letters, underline Surname):

Dr. /Mr. /Ms. _____

2. Father's/Husband's Name : _____

3. Date of Birth: _____

4. Marital Status: _____

5. i) Permanent Address : _____

Phone _____ Fax _____

ii) Address for Correspondence: _____

Phone _____ Fax _____ e-mail _____

Affix a passport
Size photograph

6. Qualifications :(Higher Qualification first) (Add separate sheet if necessary)

S.No.	Qualification	Year of Passing	Board/University	% ageMarks/Grade
1.				
2.				
3.				
4.				

7. IT related Qualifications:

	Course	Duration	University	% ageMarks/Grade
1.				
2.				

8. Experience (current occupation first): (Add separate sheets if necessary)

S.No.	Name of Organisation	Designation	Scale of pay & basic pay drawn	Period/Nature of duties
1.				
2.				
3.				

9. If selected for appointment, what notice period would you require for joining the post:

10. Names, addresses, e-mail and telephone numbers of two referees familiar with your work:

1. _____ 2. _____

11. Any other detail/qualification relevant to the post applied:

(Add separate sheets if necessary)

Signature of Candidate _____ **Date** _____ **Place** _____

SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, District-Udhampur-182121

ACKNOWLEDGEMENT CARD

Adv. No. _____

Registration No. _____ -

Post applied for _____

Received an application from Dr. /Mr/Ms. _____

(Candidate to write his/her name in capital letters)

for the above mentioned post. For any correspondence in future, candidate must quote the registration number given above.

Date _____

Officer – in -charge
Establishment Section