



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320(J&K)
EPABX No.: 01991-285524 Extn. 2103 & 2104
website: www.smvdu.ac.in

Advt. No.

(Office Use Only)

Regd. No.:

Application Form for Non-Teaching Position

1. Details of application fee payment (if any)

DD #	Date	Amount	Name of the Bank	Issuing Branch Name

2. Name of the post applied for :

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Personal details

3.	Name (in Capital Letters)	First Name			Middle Name	Surname	
4.	Date of birth	Day	Month	Year	Age as on date of advertisement	Years	Months
5.	Place of birth	City/ Village		State	Country		
6.	Father's name						
7.	Mother's name						
8.	Nationality					9. Gender:	
10.	Marital status	a. Married / Unmarried b. If married, name of spouse:					
11.	Category (Tick ✓ applicable)	GEN / SC / ST / OBC / PWD					
12.	If physically disabled, indicate the relevant particulars			If applicable, Write 'yes'	Percentage of disability	S. No. of proof enclosed	
	a. Blindness or low vision :						
	b. Hearing impairment						
	c. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)						

13. Educational qualifications (Attach additional pages, if required)

	Name of the course	Name of the Board / University	Month & Year passing	Division	% of Marks	CGPA (if grading is applicable)	Subjects studied	S. No. of proof enclosed
10 th Class / equivalent								
10+2 / equivalent								
Bachelor's Degree								
Master's Degree								
Any other examination passed								

14. Chronological list of experience (Starting with the first appointment)							
Designation	Scale of pay	Name & address of employers	Period of Experience			Nature of work / duties	S. No. of proof enclosed
			From date	To date	No. of years / months (As on date of advertisement)		
Total period of experience							

15. Names and complete postal addresses of 3 referees (The referee should be the last employers of the candidate or any other person having know-how of candidate's experience/knowledge and should not be related to the applicant)			
Names & complete postal addresses	Referee-1	Referee-2	Referee-3
Email:			
Landline phone (with STD Code)			
Mobile Phone			
Fax			

16. Present position details / If retired, last position details						
Designation	Name of the University / institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m. (Rs.)	Increment date (Date/Month)	S. No. of proof enclosed

17. Languages known			
Language	Reading	Writing	Speaking

18. Knowledge of Computers and Typing			
Course Undertaken	Org. / Institute	Year	Grade

19. Publications (Mention here only numbers. The details and copies of the reprints be appended, without which the information will be considered incomplete)

i. Research Papers in SCI Journals						
S No	Authors	Title of the Paper	Journal's Name & Place of Publication	Publication & ISSN	Vol./ Page No/ Year	Impact Factor

ii. Research Papers in Non-SCI Journals						
S No	Authors	Title of the Paper	Name of Journal & Place of Publication	Publication & ISSN	Vol./ Page No/ Year	Impact Factor

iii. Research Articles in Books						
S No	Authors	Title of the Book	Title of the Article	Place of Publication	Publisher & ISBN	Page No

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iv. Review Articles						
S No	Authors	Title of the Book	Title of the Article	Place of Publication	Publisher & ISBN	Page No

v. Total Impact Factor as per SCI/ SCOPUS.....

vi. Total Impact Factor as per Google search

vii. h-Index Factor as per SCOPUS.....

viii. h-Index Factor as per Google search.....

ix. i-10 Index Factor as per Google search.....

20. Seminars/ Conferences/ Workshops/ Training programmes, attended.	National (No.)	International (No.)	Total (No.)	S. No. of proof enclosed

21. Seminars/ Conferences/ Workshops/ Training programmes, organized.	National (No.)	International (No.)	Total (No.)	S. No. of proof enclosed

22. Research Projects / Consultancies (only externally funded)			
Title of projects / consultancies completed	Funding Agency	As PI/CI/Co-CI/CO-PI or Investigator	Amount of grant and duration
Title of ongoing Projects / consultancies			

23. Research Guidance (No. of students guided)	M.Phil. / M.Tech. / M.E. (No.)	Ph.D. (No.)	S. No. of proof enclosed
Completed			
Under supervision			

24. Papers presented in Seminars/ Conferences/ Workshops				
Title of the Paper	National / International	Date	Organizers & Venue	S. No. of proof enclosed

25. National / International Awards/ fellowship
...

26. Paragraph of self-evaluation regarding different fields of activity related to the job

27. Time required for joining, if selected: 3 months.

28. Any other information/ qualification relevant to the post applied for:

29. Candidate's Name & Address for correspondence :			
	Mailing address		Permanent address
Name:			
Complete Address with pin code			
Email:	Phone No. (Landline with STD code)	Mobile No.	Fax No.

30. Check list of self-attested testimonials attached (original to be produced at the time of interview). Please tick (☐) the ones applicable

- i. Matriculation mark sheet / certificate
- ii. Intermediate mark sheet / certificate
- iii. B.A./ B.Sc. /B.Com (Final) mark sheet/ degree
- iv. M.A./ M.Sc. /M.Com(Final) mark sheet/ degree
- v. L.L.B (Final) mark sheet / degree
- vi. L.L.M mark sheet / degree

- vii. Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc.)
- viii. Experience certificates
- ix. Recommendation letter(s)
- x. Award (s) /Fellowship (s)
- xi. Other (s) Date of Birth, Computer Knowledge, Conferences / Training programme organised / attended.(03)

Total Number of above self-attested testimonials attached (in words :)

N.B. Applications without the above self-attested testimonials will not be entertained

31. Declaration
<p>I, _____, son/daughter of _____ hereby declare that all the entries made by me in this application are true, to the best of my knowledge and belief. No disciplinary / vigilance case has ever been held or contemplated or is pending against me. If anything is found false or incorrect at any stage, my candidature /appointment may be cancelled by the university without assigning any reason thereof.</p> <p style="text-align: right;">Signature of the applicant</p> <p>Date : _____</p> <p style="text-align: right;">_____ Name as signed (in BLOCK LETTERS)</p> <p style="text-align: center;">Application not signed by the candidate is liable to be rejected.</p>

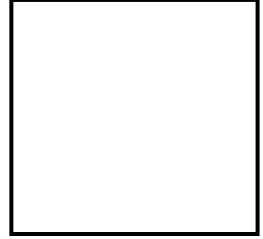
32. Endorsement by the EMPLOYER
<p>a). In case of in-service candidates in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations, the endorsement form must be signed by the employer.</p> <p>b). In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer at the time of joining must be submitted.</p> <p><u>Forwarded to the Registrar, Shri Mata Vaishno Devi University, Kakryal-182320, Katra J&K.:</u></p> <p>The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the SMVD University, has been working in this organization namely _____ in the post of _____ in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay of He /She is drawing a basic pay of Rs. _____. His / Her next increment is due on</p> <p>Further, it is certified that 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 SMVD University, Katra.</p> <p style="text-align: right;">(Signature of the forwarding officer)</p> <p style="text-align: center;">Name: Designation: Seal:</p> <p>Date : _____ Place: _____</p>



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Non-Teaching Position – Summary Sheet

1.	Name of the post applied for :					
2.	Name: (in Capital Letters)			Male/Female	Married / Unmarried	
3.	Date of birth DD/MM/YYYY	Place of birth	Age	Community/Category: SC/ST/OBC/PWD/others		
4.	DD Number	Date	Amount	Name of the Bank	DD issuing branch's name	

5. Educational qualifications	Name of the course	Name of the Board / University	Month & Year Passed/ Award	Division	% of Marks	CGPA (if applicable)
10 th Class / equivalent						
10+2 /equivalent						
Bachelor's degree						
Master's degree						
Any other examination Passed						

6. Chronological list of experience			(Starting with the first appointment)			Nature of work / duties
Designation	Scale of pay	Name & address of employers	From date	To date	No. of years/ months	

7.	Total period of experience:
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8. Present Designation	Name of the University / institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross / Total Salary p.m. (Rs.)	Increment date (Date/Month)
9. Name & Address for correspondence :					
Name		Mailing address		Permanent address	
Complete Address with pin code					
Email:		Phone No. (Landline with STD code)		Mobile No.	Fax No.
10. Applied (Through Proper Channel)		Yes / No			

Signature of the applicant