



**ASSAM UNIVERSITY**  
**(A Central University)**  
**Silchar-788 011**

**APPLICATION FORMAT FOR NON TEACHING POST**

**Use separate format for each post**

**(Please read carefully the instruction given in the eligibility criteria before filling the format. All entries should be in the candidate's own handwriting)**

1. Employment Notification no. 2/2010 dated 13<sup>th</sup> July, 2010.
2. Post applied for

Paste a  
recent stamp  
size  
photograph

3. Post Code

4. Fees paid DD No  
(Please write Name & post applied for on backside of DD)

5. a) Name in full ( in capital letters)

b) Father's/Husband's Name

c) Whether belonging to: SC [ ] ST [ ] OBC [ ] PWD [ ] UR [ ]

(Please enclose attested copy of caste /disability proof certificate issued by the competent authority)

d) Place of birth

e) Date of birth (Christian era)

f) Age (in years as on )

6.

(a) (I) Permanent address (with phone number and e-mail address)	(b) Address for correspondence (with phone number and e-mail address)
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7. a. Educational Qualifications (commencing with Matriculation) Attach true copies attested by Gazetted Officer (Originals to be produced when called for interview)

Sl No	Examination passed	University/Board	Year	Class/ Division/ Grade	% of marks	Subject offered

b. Details of Research Publication (attach separate Sheet if necessary):

8. Details of employment (details of present post at the beginning)

Office/ Institution employed	Date of Joining	Date of leaving	Post held	Scale of pay	Basic pay Rs	Total allowances Rs	Total salary (Gross) Rs

(Please enclose attested copies of certificates/proof in support of employment)

9. (a) Do you fulfill the essential qualifications and experience as specified in the eligibility criteria :

(b) Are you fulfilling the Job requirement meant for the post applied?

10. Any other relevant particulars not covered in the above columns:

11. Have you any near relation among the staff of this University or employer of the university? If so, state:

Name of the Person	Designation	Relationship with the candidate

12. Are you a member of any Professional body? If so, give details (attach separate Sheet if necessary)

13.Name & address of two referees(These should be persons resident in India and in case the candidate is in employment ,he/she should give his/her most recent employer as one of the referee)

(a) Name

Occupation or Position:

Address with Phone number

(b) Name

Occupation or Position:

Address with Phone number

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief. If any information is found incorrect/wrong, I shall be liable for action as decided by the University authority.

Place:

Date:

Signature of the applicant

Name:

### **Recommendation of the Employer**

Sri/Smt/Dr.....is a permanent temporary employee of this organization holding the post .....which carries the pay scale of Rs .....and His/her application is forwarded for consideration and necessary action.

Place:

Date:

Signature

Seal