Serial No:

***UTTAR BANGA KRISHI VISWAVIDYALAYA***

# Pundibari, Cooch Behar, Pin-736165, West Bengal

**APPLICATION FORM FOR ENGAGEMENT OF IT STAFF UNDER NAHEP-IG**

*(To be type-written or filled in by the candidate in his/her own hand writing, separate page may be included against the qualifications if required with proper numbering)*

Space for Candidate’s Recent Photograph (Passport size)

To,

The Principal Investigator, NAHEP-IG

Uttar Banga Krishi Viswavidyalaya

P.O. Pundibari, Dist.- Cooch Behar

West Bengal, PIN-736165

Sir,

In response to your advertisement No………………………………………………. dated ………………..

I wish to apply for the post of ……………………………………………………………….. My particulars are given below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Name of the Applicant in full (in Block letter)** | Surname Name | | | | | | | | | |
| **2. i) Candidate’s address in full where correspondence is to be made** | Pin Code:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | | | | | | | | | |
| **ii) Candidate’s permanent address** |  | | | | | | | | | |
| Pin Code: | |  |  |  |  |  |  |  | |
| **3. Contact details** | Mobile No.: |  | | | | | | | |
| E-mail ID : |  | | | | | | | |
| **4. Date of birth** |  | | | | | | | | |
| **5. Gender (Male/ Female/ Other)** |  | | | | | | | | |
| **6. Father’s name**  **Mother’s name** |  | | | | | | | | |
| **7. Marital status** | Married / Unmarried / Widow /Divorced**:……** | | | | | | | | |
| **8. If any relative employed in UBKV**  **( If yes, provide name, designation and relationship )** |  | | | | | | | | |
| **9. Candidate’s mother tongue.** |  | | | | | | | | |
| **10. Category** (as per existing guidelines of Government of West Bengal) | General / UR SC ST  OBC-A OBC-B PWD | | | | | | | | |

**11.**(a) Have you ever been arrested, prosecuted, kept under detention or bound down / fined convicted by court of law of any offence or debarred disqualified by any selection / examination or rusticated by any University or any other educational authority / institution for reasons other than traffic offence? (if “Yes” provide details)

b) Is any case pending against you in any court of law, University or any educational authority/ institution at the time of filling up this form? (if “Yes” provide details)

1. **If selected, what notice period you would require before joining:**
2. **Give particulars of all examinations passed, Degree and Technical qualifications obtained at the University or other places of higher education or institution (*self-attested copies of evidences may be enclosed against each claim*)**
3. **Academic Qualifications**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Examination or Degree or Diploma | Board / University | Year of | | % of marks Obtained /OGPA\* | Class/ Division | Subject with Specialization | Regular/Open/Distant/Online Mode |
| Admission | Passing out |
| Matriculation or equivalent |  |  |  |  |  |  |  |
| Higher Secondary  or equivalent |  |  |  |  |  |  |  |
| Graduation |  |  |  |  |  |  |  |
| Master Degree |  |  |  |  |  |  |  |
| Any other Academic Distinction/ Achievement: |  | | | | | | |

1. **Professional Qualifications**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Diploma/PG diploma |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Certificate Course |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |
| Any other Professional Distinction/Achievement |  | | | | | | |

1. **In which language (including Indian language) you can read, write orspeak.**

|  |  |  |  |
| --- | --- | --- | --- |
| Read only | Speak only | Read and Speak | Read, Write and Speak |
|  |  |  |  |

1. **Experience regarding previous and present employment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Employer** | **Post held** | **Pay scale/CTC** | **Period of employment** | | **Actual duration\*** | **Nature of Work Done** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

(Photocopies of appointment and experience certificates for each post held duly attested are to be enclosed)

1. **Member of different external Committees/Advisory bodies related to IT:**
2. **Technical Skills:** Mention the Essential and Preferred competence you have as per the qualifications in the advertisement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Essential and Preferred competences** | **Theoretical**  **Knowledge**  **(Yes/No)** | **Practical**  **Knowledge/Experience**  **(Yes/No)** | **Duration** | **Remarks if any** |
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1. **Any other IT related Skill/Experience:**
2. **Declaration**: I , ……………………….. …………………………(Name) declare that all the information provided above are true to my best of knowledge.

Yours faithfully,

Signature of Candidate in full

***For Official Use Only***

|  |  |  |
| --- | --- | --- |
| Checked by  (Name and Signature) | Dealing Assistant  (Name and Signature) | Section Officer / In-charge  (Name and Signature) |
|  |  |  |

Remarks, if any