## UTTAR BANGA KRISHI VISWAVIDYALAYA Pundibari, Cooch Behar, PIN- 736165, West Bengal

[APPLICATION FORM FOR RECRUITMENT OF NON TEACHING EMPLOYEE]

- 1. Post applied for:
- 2. Applicant's full name: (In BLOCK LETTERS)
- 3. Father's Name:
- 4. (a) Address for correspondence:

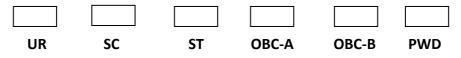
Affix resent Passport size colour photograph

(b) Permanent Address:

- 5. Telephone Number (with STD code) / Mobile No. :
- 6. Email ID (if any):
- 7. Date of Birth (DD/MM/YYYY) :

8. Age as on 01.01.2022: Year......Month......Days......

9. Caste and Category of the applicant (put v) (Relevant certificates need to be enclosed)



10. Educational Qualification: (The attested photo copies of the certificates and Mark sheets should be enclosed. Any related technical qualification may also be mentioned in the same table.)

| SI.<br>No. | Name of the<br>Exam | University/Board<br>/Institute | Year of passing | % of<br>marks | Subjects/<br>specialization | Divn/<br>Class/<br>OGPA | Awards/<br>Medals<br>if any |
|------------|---------------------|--------------------------------|-----------------|---------------|-----------------------------|-------------------------|-----------------------------|
| 1.         |                     |                                |                 |               |                             |                         |                             |
| 2.         |                     |                                |                 |               |                             |                         |                             |
| 3.         |                     |                                |                 |               |                             |                         |                             |
| 4.         |                     |                                |                 |               |                             |                         |                             |
| 5.         |                     |                                |                 |               |                             |                         |                             |

11. Details of professional experience (The attested photo copies of experience certificate of the employee should be enclosed or use separate sheet, if necessary):

| SI.<br>No. | Post held | Pay scale | Name and address<br>of the employer | Period<br>(years)<br>From To | Nature of duties<br>performed/performing |
|------------|-----------|-----------|-------------------------------------|------------------------------|--|
| 1.         |           |           |                                     |                              |  |
| 2.         |           |           |                                     |                              |  |
| 3.         |           |           |                                     |                              |  |

- 12. Knowledge in Computer (Attach certificate, as the case may be):
- 13. Are you land looser of UBKV (Yes / No ) (if Yes, attach supporting document):
- 14. Any Other relevant Information the candidate may need to submit (Attach separate sheets if necessary):

| Demand Draft No. & Date:       | Name of Issuing Bank:                                  | Amount of fee remitted: |
|--------------------------------|--|-------------------------|
|                                |  |                         |
| On-line transfer details: Debi | t A/C No or Card No.                                   | Credit A/C No.:         |
| Amount:                        | On-line Transfer Code (UT<br>Transaction ID with date: | R code)/                |

16. 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 reason other than traffic offence: (If "yes" give the 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 the answer to (a) or (b) is "Yes" give full particulars.

**17. Declaration:** I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars/information given above being found false/incorrect and/or if any discrepancy in the particulars is detected after my appointment, on account of wilful suppression and/or distortion on my part, my application/candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

Place:

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Date:

Signature of the Applicant

## CANDIDATE ALREADY EMPLOYED SHOULD GET FOLLOWING ENDORSEMENT SIGNED BY HIS / HER PRESENT EMPLOYER.

No.....

Date .....

## **CERTIFICATE OF VERIFICATION BY EMPLOYER**

i) The entries relating to details of service mentioned by MR / MRS / MS / DR.....

..... are correct.

ii) There is no circumstance rendering him / her unsuitable for appointment to the post applied for

.....

iii) His/ Her confidential dossiers / Service Book are to be provided if selected.

iv) There is no vigilance / disciplinary case pending or being contemplated against him / her.

v) Details of the Minor / Major penalties imposed during the last ten years, if any.

(Official Seal)

Date:

Signature

Designation

Department / Office