

Ganpat Vidyanagar, Mehsana-Gozaria Highway, Kherva-384012, Ta. & Dist. Mehsana (N.G.)

**APPLICATION FORM (For Non-Teaching Post)**

(Please fill-up separate form for each post)

Affix a Passport  
size Photograph  
here

Advt. No.....Programme/Section.....

Post Applied for:.....

Faculty/Department/Institute: .....

1. Name in Full (IN BLOCK LETTERS): Dr./Mrs./Ms./Mr.: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ Blood Group \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Pin Code No. \_\_\_\_\_

Tel. No.: (O) \_\_\_\_\_ (R) \_\_\_\_\_

(M) \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Permanent Address: \_\_\_\_\_

\_\_\_\_\_ Pin Code No. \_\_\_\_\_

Tel. No.: (O) \_\_\_\_\_ (R) \_\_\_\_\_

(M) \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail: \_\_\_\_\_

6. Native Address: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

7. Gender: Male / Female / Other : \_\_\_\_\_

8. Marital Status: Married/ Unmarried/ Widow: \_\_\_\_\_

9. Please mention the Caste: General / OBC / SC/ ST \_\_\_\_\_

10. Nationality: \_\_\_\_\_ 11. Religion: \_\_\_\_\_

11. EDUCATIONAL QUALIFICATIONS (Starting with Highest Degree up to SSC)

Examination/ Degree	Subject/ (s)	Percentage of Marks / Final	Name of College/ University /Board	Passing Year	Mode of Education (Regular / Distance)

12. Council Registration Number \_\_\_\_\_

Title of Ph.D. Thesis: \_\_\_\_\_

Year of Submission \_\_\_\_\_ Year of Award \_\_\_\_\_

13. Details of Employment:

Total Experience: Teaching \_\_\_\_\_ Years, Research \_\_\_\_\_ Years, Industrial \_\_\_\_\_ Years

Institution	Designation	Period		Total Duration (Year, Month & Day)	Pay Band	AGP	Last drawn Basic / Gross Salary	Contact Detail (Email ID, Number)	Reason of Leaving
		From	To						

14. Mention briefly your experience /activities under the following heads including the positions held, if any:

- a) University Administration:
- b) Extra –Curricular activities or students:
- c) Residential life or students:

15. Languages Proficiency (Please mention as Proficient/Good/Poor in the respective Language section)

Language	Read	Write	Speak
English			
Hindi			
Gujarati			
Any other			

16. Whether “No objection Certificate” from employer furnished: Yes / No / Not applicable \_\_\_\_\_

17. Have you ever been punished during your service or convicted by court of law? Yes No

18. Do you have any case pending against you in any court of Law? Yes No

19. Do you have any Departmental / Vigilance Inquires pending against you? Yes No

20. Write about your intention behind to join Ganpat University?

21. Is relative (s) working with Ganpat University, if yes then mention details

Yes

No

Sr. No.	Name	Designation	Institute / College	Ph./Mob. No.

22. Name, Designation, Phone No. and Email id of two references

Sr. No.	Name	Designation	Organization	Ph./Mob. No.	Email Id

23. Details of Family Member

Name	Relation	Qualification	Professional Details (Name of organization, Designation, Role), if any

24. In case of Emergency the Person to be contacted/notified:

Name	Relationship	Address	Tel./Mob. No

**Declaration:**

I, \_\_\_\_\_ hereby declare that the statements and entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information found false, incorrect being found, my candidature / appointment shall be cancelled / terminated forthwith by the Ganpat University.

**Date:**

**Place:**

**(Signature along with full name of candidate)**

**Forwarded through Present Employer**

**Signature of present employer with stamp (Preferred)**

**Seal**

### List of supporting documents to be submit at HR Office

Sr. No.	Documents	Status of Submit (Yes /No/NA)
1	University Prescribed Application Form	
2	School Leaving certificate of 12th Std.	
3	SSC marksheet	
4	HSC marksheet	
5	All Semesters / Years mark sheet and Degree Certificate of Graduation	
6	All Semesters / Years mark sheet and Degree Certificate of Post Graduation	
7	Notification and degree certificate of Ph.D.	
8	All Previous and Current job experience certificate/s	
9	All Previous and Current Employers Appointment Letter / Increment Letter / Reliving Letter	
10	All Research / Book Publication related certificates / documents, if applicable	
11	Last three Salary Slips, Last six month Bank Statement of Salary Break Up	
12	Documents related to activities / extra-curricular activities, if any	
13	Certificate of attending / organizing conference / training / seminar / workshop / projects	
14	Certificate / Awards / Achievements / Recognition honored to you.	
15	Testimonial or Certificate of Appreciation	
16	Cast Certificate, if applicable	
17	Physically Handicapped certificate, if applicable	
18	Three passport size photographs	
19	ID proof – any one (i.e. Election card/ Pan Card/ Aadhar Card/ Driving license/ Pass Port)	
20	Pan Card	

Candidate Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_