

Sr. No.

(General)

Original/ Duplicate

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

APPLICATION FORM FOR THE NON-TEACHING POSTS

(Except 'A' Class Posts)

A signed passport size recent photograph of the candidate duly attested by a gazetted officer must be pasted here

Application No.

(To be filled in by the office)

NOTE :

- i. This application form and the bio-data should be properly filled in.
- ii. Attested copies of all Certificates/Testimonials should be attached. Originals will have to be shown at the time of interview.
- iii. This application should be accompanied by the University fee Receipt/Bank draft of the value of Rs. 200/- (Rs. 50/- for SC/BC) for the posts carrying initial basic pay of Rs. 6500/- and above, Rs. 100/- (Rs. 25/- for SC/BC) for the posts carrying initial basic pay of Rs. 3050/- and above but below Rs. 6500/- and Rs.80/- (Rs. 20/- for SC/BC) for remaining Class-IV posts in favour of Finance Officer/Registrar, M.D. University, Rohtak payable at SBI, MDU, Branch, Rohtak) (Bank Code No. 4734), Postal orders/Money orders will not be accepted. Ex-Serviceman are exempted from the payment of this fee.
- iv. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed application fee, copy of certificate/testimonials etc.
- v. Incomplete form and those received after the expiry of rescribed date will not enterained and will stand rejected summarily :
- vi. Only eligible candidates should apply for the position/post.
- vii. Use separate form for each position/post.
- viii. Prescribed qualifications may be seen on the University Website.

1. a) Post applied for _____
 (Give full and correct name of the post) _____

b) Advertisement No. _____

2. a) Name in Full (in block letters) _____

b) Father's Name _____

c) Mother's Name _____

3. a) Present Postal Address _____

b) Telegraphic Address, if any _____

c) Permanent Address _____

4. a) Date of Birth _____
 b) Age as on last date of receipt of application (..... year..... Months)
 c) Place of Birth _____
5. a) Nationality of the candidate _____
 b) Do you belong to SC/BC/Ex-Service-men/
 Physically Handicapped category? _____
 (if yes, attach a certificate from the competent authority)
 c) Male/Female _____
 d) Marital Status (Married/Unmarried) _____
 (if married, Whether you have more
 than one living wife/husband)
6. a) Present employment, if any, with pay & grade _____
 (State whether on adhoc/temporary/probation/permanent)
 b) Date of next increment _____
 c) Name of employer _____
 d) Have you obtained prior permission of
 your present employer for submitting
 this application? _____
 e) Basic pay acceptable, if selected _____
 f) Period required for joining the post, if appointed _____
7. a) What is your mother tongue? _____
 b) Name the languages both Indian & Foreign which you can read, write and/or speak. Give particulars and
 examination(s), if any, passed in each.

| Read only | Speak only | Read & Speak | Read, Write & Speak | Examination(s) Passed |
|-----------|------------|--------------|---------------------|-----------------------|
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8. a) Have you ever been disqualified from
 appearing in any University examination/
 undertaking University work (Say Yes or No) _____
 b) Are you a dismissed employee? (Say Yes or No) _____
9. Band Draft (s) Nos Date Amount Rs
 OR

University Receipt No. Date Amount Rs

[ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THIS APPLICATION]

10. **REFERENCES :** (These persons should be well acquainted with some aspect of the applicant's training
 accomplishment, capabilities and character but must not be related to the candidate. Two
 references should be listed and atleast one of them should be a citizen of India.

- i) Name _____
 Occupation of Position _____
 Address _____

i) Name

Occupation or Position

Address

11. Educational Qualifications (from Matriculation onwards)

| Exam. Passed | Univ./Board | No. of Attempts | Year of Passing | Class or Division | Max. Marks | Marks Obtained | % of Marks Obtained (Accurate) | Distinction, if any |
|--------------|-------------|-----------------|-----------------|-------------------|------------|----------------|--------------------------------|---------------------|
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Note :- Attested copies of certificates in support of qualifications be attached.

12* (a) Type Speed : ENGLISH HINDI

(b) Shorthand Speed : ENGLISH HINDI

* Applicable for the posts of Steno-Typist/Clerk-cum-Typist etc.

13. Experience (Give particulars concerning all periods of employment)

| Name of Employer/ Institution | Designation of the Post held and its pay scale | Duration of appointment | | Basic Pay & allowances separately | Reasons for leaving |
|----------------------------------|--|-------------------------|----|-----------------------------------|---------------------|
| | | From | To | | |
| | | | | | |

14. Give Particulars of Prize, Medal and Merit won, distinction, if any :-

- i) ii)
iii) iv)

15. List of the certificates (attested copies) attached :-

- i) ii)
iii) iv)
v) vi)

16. Additional information, if any, including computer knowledge etc.

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I certify that the foregoing information is correct and complete to the best of my knowlege and belief. I am not aware of any circumstances which may impair my fitness for employment in the M.D. University, Rohtak.

Place

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Date

(Signature of the Candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr. who is at present working as in the (Deptt./ Organisation) is recommended and forwarded for consideration for the post of to the Registrar, M.D. University, Rohtak. In case, he/she is selected for employment in the M.D. University, Rohtak, he/ she will be relieved of his/her present position

Place

Signature of the Head
of the office/organisation
(Seal of Office)

Date