**APPLICATION FORM**

**(Please add the column to mention any additional qualification or experience as per your requirement in the relevant field)**

Space for photograph. Paste self-attested passport photograph here

**APPLICATION FOR THE POST OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Published in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

**The Secretary**

Surajmal Memorial Education Society

C-4, Janakpuri, New Delhi- 110058

|  |  |  |
| --- | --- | --- |
|  | Post for which application submitted | Subject …………………. |
|  | Name of the Candidate in Block Capital Letters |  |
|  | Category, write / tick the appropriate serial no. | 1. General 2. OBC 3. SC 4. ST 5. PWD |
|  | Present Address of the Candidate Write your complete address with Pin No. |  |
|  | Permanent Address, if permanent and present address are same write “do” |  |
|  | Phone No. for contact |  |
|  | Your email id which will be used for communication |  |
|  | Date of Birth (in figure) |  |
|  | Age, as on last date of receipt of application | YY MM DD |
|  | Gender (Male / Female / Other) |  |
|  | Marital Status : Married / Unmarried / Divorcee etc.  |  |
|  | Are you employed? Where? State the organization and the post you hold there |  |
|  | Whether you are applying through NOC from present employer? Enclose NOC from Present Employer |  |
|  | Educational Qualification | Please fill in the Annexure A of this application and attach it. Nothing to be stated here  |
|  | Experience in terms of number of years, please attach a certificate to this effect | Annexure - A |
|  | Working knowledge of Computers  | Yes / No |
|  | Any other relevant information |  |

Certificate : I certify that the particulars stated above are true and nothing has been concealed.

**Documents to be attached**

1. Marksheet of Class Xth
2. Marksheet of Class XIIth
3. Qualification Degrees / Certificates & Final Consolidated Mark Sheet clearly mentioning aggregate percentage or CGPA as per requirement for the post applied.
4. Self-attested experience certificate (including the experience letter from the current place of working.
5. Paginate all the enclosed documents / certificates.

**Undertaking**

1. I have gone through the Terms and Conditions provided in the website link and shall abide by the same.
2. It is also certified that all the information furnished above by me is true, complete and correct to the best of my knowledge and belief.
3. I have submitted only one application for this position.
4. Further, I have never been debarred by any organization for any illegal activity during my education / service.
5. I understand that in the event of any information found false / incorrect / suppressed or any ineligibility being detected before or after the test / interview / selection, my candidature is liable to be cancelled / my services are liable to be terminated and no correspondence will be entertained by MSI in this regard.
6. I understand that SMES has the right to accept or reject the application without assigning any reason thereof. MSI has full right not to fill any vacancy advertised through this mode.

Place : Name :

Date : Signature :

**For Office Use only**

Place : Signature and Name of Verifying Officer

Date :

**Annexure A**

**Details of Educational Qualifications**

**Attach this annexure at the top of the testimonials just below the Application Form with Photocopies. Give a serial no. on the copies and indicate the serial no. in the last column**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particular** | **Name of Board / University** | **Year of Passing** | **Division Secured** | **Percentage of Marks Obtained by you** | **Subjects** | **Sl. No. of the document in the bunch of document submitted by you. (give a sl. no. to each document you submit)** |
|  | Xth |  |  |  |  |  |  |
|  | XIIth |  |  |  |  |  |  |
|  | BA / B.Sc. / B.Com. Examination & its equivalent / B.Tech. etc. |  |  |  |  |  |  |
|  | Masters |  |  |  |  |  |  |
|  | Ph.D. |  |  |  |  |  |  |
|  | NET |  |  |  |  |  |  |
|  | Other Qualifications |  |  |  |  |  |  |

**Details of Chapters / Publications/ Research Publications with ISSN and ISBN Nos./ Books / Patents Granted / Ph.D. Guided etc.**

1.

2.

3.

4.

5.

**Teaching / Industry Experience**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Institute / Employer | Post Held | From \_\_\_ to \_\_Specify period of Teaching | Experience in YY, MM, DD | Status of the InstituteWhether Affiliation from University received or not | Last Drawn Salary | Nature of Work / Duties | Attach Document with sl. no. |
|  |  |  |  |  |  |  |  |  |
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**Signature of Candidate**

**NB : Application (preferably typed) should be sent only in the prescribed format supported by self-attested copies of testimonials failing which the application will be rejected out-rightly.**