



SIKKIM UNIVERSITY

[A Central University established by an Act of Parliament of India, 2007]
6th Mile, Samdur, P.O. Tadong, Gangtok-737102, Sikkim
Tel: 03592-250228/251415; Fax: 03592-251067
Email: sikkimuniversity@gmail.com; Website: http://www.sikkimuniversity.in

APPLICATION FORM

REGULAR NON-TEACHING/MANAGEMENT POSITIONS

(FILL ALL INFORMATION IN BLOCK LETTERS)

Application for the post of _____

- 1. Advertisement No. & date :
- 2. Name of the Applicant :
- 3. Mother's/Father's name :
- 4. Telephone/Mobile number :
- 5. E-mail ID :
- 6. Date of Birth & Age as on :
- 7. Present address for correspondence :
- 8. Permanent Home Address :
- 9. Place of birth : District:
State: Country:.....

10. Academic Qualification along with attested copies of certificates (If required, attach extra sheets):

Sl. No.	Examination passed	Division with % of marks	Subject	Year of passing	Board/ University	Distinction achieved, if any
1	Secondary/Matriculation					
2	Inter/Senior Secondary					
3	B.A/B.Sc./B.Com.					
4	M.A/M.Sc./M.Com.					
5	M.Phil./Ph.D.					
7	MBA					
8	LLB					
9	Any other professional courses					
10	Computer Course					

11. Whether belongs to [strike out whichever is not applicable]:

- a) Scheduled Caste : Yes/No
- b) Scheduled Tribe : Yes/No
- c) Other Backward Class* : Yes/No
- d) Differently-abled : Yes/No Percentage of disability:

(Please attach a copy of certificate issued by competent authority)

***As per the list recognized and notified by the Government of India and those who do not come under Creamy Layer.**

12. Work Experience:

Sl. No.	Post held	Employer	Last pay drawn with pay scale	Nature of assignment	Period with dates

13. Technical qualification(s), if any:

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14. Publications, if any (for the post Asstt. Librarian) [attach separate sheet(s), if reqd.]

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15. i. Details of significant contribution to management/administrative practice:

[Attach separate sheet(s), if required]

.....

ii. Evidence of being actively engaged in innovation in office management:

[Attach separate sheet(s), if required]

.....

iii. Experience of Industry/NGOs or Professional Field which should include innovations and/or Office Management:

[Attach separate sheet(s), if required]

16. Language(s)

i. Read :

ii. Write :

iii. Speak :

17. Name and address of three referees, who should be responsible persons, not related to the candidate but well acquainted with him/her work.

Sl. No.	NAME	ADDRESS	TEL. NO.	E-MAIL
1.				
2.				
3.				

21. Particulars of Demand Draft: (a) Number & Date:.....

(b) Name of the Bank:.....

(c) Amount:.....

22. If appointed, joining time required from the date of appointment:

.....

23. For any other information not covered above, please attach additional sheet.

24. Write the exact source of advertisement from where you came to know about these opportunities in Sikkim University:

.....

25. DECLARATION

I, Smt./Sh./Ms./Kum.

certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in SIKKIM UNIVERSITY and if any time any entry is found to be incorrect, suitable disciplinary action may be taken against me.

Date:

Signature of the Applicant

26. Details of enclosures:

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

h) _____

i) _____

j) _____

k) _____

SUMMARY SHEET

SPACE FOR OFFICIAL PURPOSE ONLY

Paste (do not staple)
a recent passport
size photograph
[of Applicant]

[TO BE COMPULSORILY FILLED IN BY THE APPLICANT]

Name:	
Post applied for:	
Date of Birth and Age:	
SC/ST/OBC/DA:	
Place of Birth:	
<u>Educational Qualifications:</u>	
Secondary/Matriculation:	
Inter/Senior Secondary [10+2]:	
B.A/B.Sc./B.Com.:	
M.A/M.Sc./M.Com.:	
M.Phil./Ph.D.:	
<u>Professional Qualification:</u>	
(MBA/LLB/MCA):	
Computer Knowledge:	
Any Other qualification:	
Current Employment and Full Address of the Institution:	
Work Experience (only full- time) [in yrs]	1. _____ 2. _____ 3. _____ 4. _____
Experience in Educational Institution /University/Research:	
Administrative Experience [No. of years]: Brief Detail:	
Professional Training Attended [in No.] Brief Detail:	
Suitability of the Candidate for the Post [self declaration]	
Other Information [if any]	
Remarks <i>(for Official purpose only)</i>	

I, *Smt./Sh./Ms./Kum.*
hereby certify that the information given above are true to my knowledge and belief. In case at any stage it is found that the information given by me is false/incorrect, Sikkim University shall have the right to reject my application/candidature.

Date:

Signature of the Applicant