

Note: Apply along with a demand draft of Rs. 250/- favoring Managing Committee Hindu Kanya College and payable at Kapurthala and send the same under register cover to President, Managing Committee Hindu Kanya College, Kapurthala before due date.

Managing Committee Hindu Kanya College, Kapurthala Application Form for Teaching (College/School) (Use separate form for each post)	Serial No. _____
<ol style="list-style-type: none"> 1. Photo copies of required certificates & documents should be attached alongwith application form. Original must be produced at the time of interview only 2. Candidate will be called for interview only on the condition of fulfilling eligibility criterion. 3. No T.A. /D.A. will be paid for interview. 4. All Claims must be supported by relevant certificates/documents. 5. It is not obligatory to call every candidate who possesses the essential qualifications for interview. 6. Application form should be filled in own handwriting by the candidate. 7. Form should be downloaded on legal size paper. 	(For Office Use) Dairy No. _____

Name of the Post with Specialisation: _____

Nature of the Post: Regular Contract Adhoc

Department: _____

DATE OF ADVERTISEMENT:

1. **Name in Full (In block letters) Mr./Mrs./Miss. :** _____

2. **Father's Name:** _____

3. **Father's Occupation:** _____

4. **Mother's Name:** _____

5. **Mother's Occupation:** _____

6. **Date of Birth:** _____

7. **Place of Birth:** _____

8. **Nationality:** _____

9. **Marital Status: Married/Unmarried**

If married then the name of the husband _____ occupation _____

10. **Sex :** Male Female

11. **Blood Group:** _____

12. **Category (Gen./SC/BC/ST/PH etc.):** _____

(Please attach the certificate from Tehsildar/Magistrate I class of the area)

13. **Major illness in the past (If any):** _____

14. **Address**

(i) **Permanent Address (In block letters):** _____

(ii) **Correspondence Address (In block letters):** _____

(iii) **Phone/Mobile No:** _____ (iv) **Email-id:** _____

Affix recent
Passport size
Photograph

15. Present Employment Details:

I. If employed, present designation _____

II. Name of your present employer _____

III. Have you obtained the permission of your present employer _____

IV. Present Pay _____

V. If selected, joining time needed _____

16. Educational Qualification:

(Please attach one set of attested copies alongwith original application)

Examination	Uni./Board	Main Subject	Year of Passing	Marks obt./ Max. marks	Class/Division/ Grade (attach conversion formula)	Merit/Prizes/ Medals won (if any)
1. Matric						
2. 10+2/Pre-Med./ Pre-Engg.						
3. B.A./B.Sc/B.Com etc.						
4. M.A./M.Sc./ M.com etc.						
5. M.Phil						
6. Ph.D						
7. Any Other Exam. (please specify)						
8. Eligibility Test Cleared (NET etc.)						

17. Whether passed Punjabi upto Matric level

(Yes/No)

18. Experience

(A) Teaching Experience						
Class	Subject	Paper Taught	Total Exp.	From	To	
1. P.G. Classes						
2. Degree Classes						
3. Any Other						
Total teaching experience excluding research _____ Years _____ Months _____ Days _____						
Administrative experience, if any _____						
(B) Research Experience						
<u>Research during:</u>						
M.Phil/Ph.D _____ As						
Lecturer _____ Any						
Other Project _____						
(indicate name of the Project & its duration)						
(C) Other Experience (Detail in chronological order, starting with first job)						
Name & Address of Employer/Institution	Date of		Designation	Nature of Job	Grade/Total Pay	Reason for Leaving
	Joining	Leaving				

19. Publications

Publications	Published	In Press	Accepted for Publication	Communicated For Publication	In Preparation
Books					
Research Papers					
Articles					
Any Other					

Reprints Should be submitted with the applications. If the space for details insufficient, a separate sheet may be attached

20. Any other details which strengthen your claim for appointment (Attach separate sheet, if necessary)

21. Total Academic Performance Indicator (API) score as per guidelines/instructions (Appendix) available on college website (www.hindukanyacollege.com). However, candidates from other than academic institution should attach detailed account of their personal achievements.

22. Participation in Co-curricular activities (Like NSS, N.C.C., YSC etc. at College, State & National level)

23. Participation in any other activity (Sports, youth festival, drama, political inst. & debate etc.)

24. Membership of Professional Societies, if any: _____

25. National/International Awards/Fellowships: _____

26. Paragraph of self evaluation regarding different fields of activity relating to the job:

27. Relations with the person already serving in the institution: **Yes/No**

If yes, pls. specify the nature of relation and name of the employee _____

28. References:

The persons should be professionally competent and well acquainted with some aspects of the applicant's accomplishments, capabilities and character but must not be in relations. For applicants having done post-graduate or doctoral research, the research supervisors must be listed.

Name	Occupation/Position	Address	Contact No.

29. Additional Information: (No annexure need to be enclosed) _____

30. Whether willing to join as temporary/Contract/Guest Faculty (if not selected) Yes/No 30.

List of Enclosures:

1. _____ 2. _____ 3. _____ 4. _____

Draft No. _____ Date _____ Amount _____

31. Family Background

Sr. No.	Name	Relation	Age	Occupation

Declaration

I solemnly declare that:

- 1) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Hindu Kanya College, Kapurthala.
- 2) I have never been dismissed either from Govt. or from University, College or any other organisation.
- 3) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place: _____

Date: _____

Note: All kinds of disputes are subject to Kapurthala Jurisdiction only

Signature of the Applicant

For Office Use Only

Call for interview on.....

President/Manager

