



HANS RAJ MAHILA MAHA VIDYALAYA

Managed by DAV College Trust & Management Society, New Delhi.

MAHATMA HANS RAJ MARG, JALANDHAR CITY.

Sr. No.....

FORM OF APPLICATION FOR EMPLOYMENT

1. The necessary testimonials & University certificates, whether in the original or their attested copies should be attached with this application. If the original testimonials have not been attached with the application they must be produced at the time of interview.
2. Applicants who are called for interview will attend the interview at their own expenses.
3. The applicant should fill up this application with his/her own hand and submit it in duplicate to the Principal by Registered Post through his/her employer, if any.

Photo

1. Post for which you are Applying	
2. Name (in block letters)	Miss/Mr/Mrs.
3. Date of Birth: Age	 years..... months
4. Father's Full Name (In Block Letters)	
5. Your present basic salary and allowance, State separately.	
6. Minimum Salary acceptable	
7. Your address at which a reply to this Application, if any may be sent Mobile No..... e-mail ID:..... Aadhar No..... Voter Card ID.....	

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8. Exam passed and Roll Numbers	Years	Max. Marks	Marks Obtd.	Div.	School/College from which passed	Board/ University
(i)						
(ii)						
(iii)						
(iv)						
(v)						
(vi) Whether passed Matric with Punjabi as one of the Subject (Yes/No.....)						
9. Do you know typing in English If yes, what is speed.W.P.M.						
10. (i) Do you know typing in Hindi, give speed. W.P.M. in Hindi (ii) Do you know typing in Punjabi, give speed. W.P.M. in Punjabi						

11. Do you know shorthand in English? If yes what is your speed?		 W.P.M.		
12. Do you know shorthand in Hindi/Punjabi? If yes what is your speed?		Speed in HindiSpeed in Punjabi		
13. Have you passed any Accountancy Exam?				
14. Expereince				
Institution Where Served	Appointments held/ Type of work done	Period From To		Total Length of Service Years Months
(i)				
(ii)				
(iii)				
(iv)				
15. When can you join if selected for the post				
16. Have you a good working knowledge of written and spoken Hindi? State the highest examination passed in Hindi				
17. Any other particulars that you may like to give				
18. Category (Gen/SC/BC) and Sub Caste				
19. Religion				
20. Have you ever appeared for interview at this college? If so, how many times and in which years? State whether you were selected or rejected.		I appeared for Interview 1st time in 2nd time in 1st time selected/rejected in 2nd time selected/rejected in		
21. Applicant's signature and address		Signature AddressPin Code		