



SHAHEED BHAGAT SINGH (EVE.) COLLEGE
(University of Delhi)
Sheikh Sarai, Phase-II, New Delhi-110017
Phone No.: 29253430, Fax: 29257826, Website: www.sbsec.org

APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied For : _____

Paste Passport
Size Photograph
(Self Attested)

1. Name of the Applicant (in Block Letters) : Mr./Miss/Mrs _____
2. Father's/ Husband's Name : _____
3. Date of Birth : (i) _____
(ii) Age: Years: ___ Months ___ Day ___ (as on 31-03-2016)
4. (a) Whether belongs to any reserved category : _____ (Yes / No)
If yes, name of the category : _____ (OBC/SC/ST/Pwd(OH/VH/HH))
(b) Whether applying under any reserved category as per advertisement : _____ (Yes / No)
If yes, name of the category : _____ OBC/SC/ST/Pwd(OH/VH/HH)
5. (a) Address for Communication : _____

Phone No. _____ Mobile No. _____
Email Id _____
(b) Permanent Address : _____

Phone No. _____
6. Sex : _____ (Male / Female)
7. Nationality : _____
8. Marital Status : _____ (Married / Unmarried)

9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	% marks and Division

11. Work Experience:

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English.....(Yes / No) Hindi.....(Yes/No)
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)
- (b) Do you know shorthand : English.....(Yes/No) Hindi.....(Yes/No)
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)

13. Do you have computer proficiency : _____.(Yes / No)
 If yes, state which of the following you know and work with confidence (✓) :
- | | | | |
|----------------------|--------------------------|---------------|--------------------------|
| MS Word | <input type="checkbox"/> | Email | <input type="checkbox"/> |
| MS Excel | <input type="checkbox"/> | MS Powerpoint | <input type="checkbox"/> |
| Browsing & Searching | <input type="checkbox"/> | | <input type="checkbox"/> |

14. Any other Information : _____

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

.....
(Signature of Applicant)

Place :

Date :

.....
(Name of Applicant)

ENDORSEMENT FROM EMPLOYER
(for applicant in employment)

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Date :

.....
Signature of
the Head of the organization /department
(With seal)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own handwriting neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category OBC*/SC/ST/PwD(OH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
* OBC candidates only from the Central List of OBCs' having non-creamy layer status are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelope containing application form should be superscribed as:
"Application for the post of"
name of the post
7. Application should be addressed to:

**The Principal
Shaheed Bhagat Singh (Eve) College
Sheikh Sarai, Phase-II
New Delhi-110017**

8. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date i.e. **26.03.2016**.
9. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self-attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.
10. No TA/DA will be paid for attending the prescribed tests and interview.