



MAHATMA GANDHI UNIVERSITY
Anneparthi, Post: Yellareddigudem,
NALGONDA – 508 254
(www.mguniversity.ac.in)

APPLICATION FORM FOR NON - TEACHING POST

(For Office use only)	Registration fee details		Affix your recent pass port size photograph here
	DD NO:		
	Reg. No:	Date:	
	Date:	Amount:	
		Name of the Bank	
		DD issuing Branch Name	

Name of the Post applied for	
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PERSONAL DETAILS

1.	Applicant's Name (in full & in capital letters)	
2.	a) Father's name	
	b) Mother's name	
3.	Date of Birth	
4.	Place of Birth	
5.	Age as on last date of receiving application	
6.	Nationality	
7.	Sex	Male / Female:

8. Community : (put mark),

OC	BC					SC	ST	PH		
	A	B	C	D	E			VH	HH	OH

(Enclose an attested copy of the Certificate issued by the competent authority)

9. Educational Qualifications:

Examination Passed	Subject/s	Name of the University/Board	Year of Passing	% of Marks	Division
Degree / Diploma/Any other					
PG					
UG					
Intermediate					
S.S.C.					

10. Technical Qualification:

Sl.No	Particulars	Year of passing	Institution/ Board	% of Marks	Division
1	English Type writing (Lower/ Higher)				
2	Telugu Type writing (Lower/ Higher)				
3	Stenography				
4	Computer Skills				
5	Departmental tests/ (Account Test etc.,)				
6	Any other skills				

11. Posts Held:

Sl.No	Name of the Post	Name of the Employer	Period of Service			Scale of Pay	Regular / Temporary
			From	To			

**12. Awards/ Rewards/ Merit Certificates etc., obtained if any:
(Details may be enclosed in a separate sheet.)**

13. Names & Complete postal addresses of Two Referees holding responsible position, but not the relation:

Reference -1	Reference - 2
Email:	Email:
Phone No. (with STD Code)	Phone No. (with STD Code)
Mobile :	Mobile :
Fax:	Fax:

14. Candidate's Name & Address for correspondence:

	Mailing address	Permanent address
Name		
Address with Pin Code:		
Email:		
Phone No; (with STD Code)		
Mobile No.		
Fax No.		

DECLARATION

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date:

Signature of the applicant

16. Endorsement by the EMPLOYER

(The endorsement below is to be signed and forwarded by the Head of the Department/ Employer of the organization/ Institution in the case of the in-service candidate whether in permanent or temporary capacity)

Forwarded to the Registrar, Mahatma Gandhi University, Nalgonda – 508001 (A.P), India:

The applicant Dr./Mr./ Mrs./Ms.-----

---, who has submitted this application for the post of -----

----- in the **Mahatma Gandhi University, Nalgonda** has been working in this organization namely----- in the post of -----

--- in a temporary/permanent capacity with effect from-----

in the Pay Scale of Rs.----- He/She is drawing a Basic pay of Rs.----- His / Her next increment is due on-----.

Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/ her application being considered by the Mahatma Gandhi University.

(Signature of the forwarding officer)

Name :

Designation:

SEAL

Place:

Date: