DYAL SINGH COLLEGE TRUST SOCIETY, KARNAL

DYAL SINGH PUBLIC SCHOOL, SECTOR-7, KARNAL

STANDARD APPLICATION FORM

FOR THE POST OF NON-TEACHING STAFF

(Except Support Staff)

FOR OFFICE USE ONLY	APPLICATION FEE – TO BE FILLED BY CANDIDATE	PHOTOGRAPH OF CANDIDATE
Application No.: _____ Date: _____	D.D. No. / Cash Receipt No.: _____ Date: _____ Drawn on: _____	**PHOTO**

1. PERSONAL DETAILS

1.1 Name of Candidate (as per Aadhaar): _____

Name as mentioned in Matriculation Certificate, if different: _____

1.2 Father's Name: _____

1.3 Mother's Name: _____

1.4 Date of Birth: _____ Age: _____

1.5 Marital Status: ☐ Married ☐ Unmarried ☐ Other _____

If married, Name of Spouse: _____

1.6 Nationality: _____

1.7 Mobile No.: (Self) _____ (Alternate No.): _____

1.8 E-mail ID: _____

1.9 Correspondence Address:

_____

_____

1.10 Permanent Address:

_____

_____

2. EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

(Pls. attach separate sheet in the same format, if required)

Examination / Degree	Regular/ Correspondence (Please mention)	Board / University / Institution	Year of Passing	% / CGPA	Subjects / Discipline
Matriculation					
Senior Secondary					
Graduation					
Post Graduation					
Professional / Technical Qualification					
Computer / IT Qualification					
Other Qualification					

3. LANGUAGES KNOWN

Language	Read	Write	Speak
Hindi	☐	☐	☐
English	☐	☐	☐
Punjabi	☐	☐	☐
Other: _____	☐	☐	☐

4. EXPERIENCE DETAILS

Organisation / Institution	Designation	Nature of Duties / Work	From	To

4.1 Total Work Experience: _____

4.2 Present / Last Employment: _____

4.3 Nature of Employment: ☐ Regular ☐ Contractual ☐ Temporary ☐ Other _____

4.4 Present / Last Salary Drawn: _____

4.5 Salary Structure: ☐ Regular Pay Scale ☐ Consolidated ☐ Other _____

4.6 Notice Period / Date Available for Joining: _____

5. ADMINISTRATIVE / PROFESSIONAL SKILLS & EXPERIENCE

5.1 Administrative / Office Management Experience:

_____

_____

5.2 Team / Staff Supervision, if any:

_____

_____

5.3 Computer / IT Skills and Applications:

_____

_____

5.4 Accounts / Finance / Records / Documentation Experience, if any:

_____

_____

5.5 Other Relevant Skills / Experience:

_____

_____

6. PRESENT / PREVIOUS EMPLOYMENT

Name of Employer / Organisation	Designation	Period of Employment	Reason for Leaving / Seeking Change

7. REFERENCES

Please provide details of two professional references who are familiar with your work and professional conduct.

Name & Designation	Organisation / Institution	Contact No.	Email

8. ADDITIONAL INFORMATION

Please provide any course pursuing (through regular/correspondence), other information regarding your qualifications, experience, professional achievements, training, awards, computer skills or other relevant accomplishments which you consider useful for consideration of your candidature.

_____

_____

_____

_____

9. RELATIONSHIP WITH EMPLOYEES OF THE SOCIETY

Do you have any relative currently working in any institution / organisation run by the Dyal Singh College Trust Society?

☐ Yes ☐ No

If Yes, please provide details:

Name of Relative	Relationship	Institution / Organisation	Designation

10. DOCUMENTS TO BE ATTACHED

1. Proof of Date of Birth.
2. Educational qualification certificates and marksheets.
3. Professional / Technical / Computer qualification certificates, wherever applicable.
4. Experience certificates / documents, wherever applicable.
5. Certificates relating to professional training, awards or achievements, if any.
6. Recent passport-size photograph.
7. Any other relevant document.

11. IMPORTANT INSTRUCTIONS / TERMS & CONDITIONS

1. The Society / School reserves the right to shortlist candidates based on qualifications, experience and suitability. Fulfilment of the prescribed criteria does not confer any right to interview or selection.
2. The Society / School reserves the right to modify or cancel the recruitment process, or to increase, decrease or withdraw vacancies, as considered appropriate.

3. Incomplete or unsigned applications, or applications not accompanied by the required documents, may be rejected. Any false or misleading information, suppression of material facts, canvassing or undue influence may result in rejection of candidature or termination of appointment, if already made.
4. The candidate must produce original documents for verification whenever required. The Society / School may verify qualifications, experience and employment particulars with the concerned institutions or employers.
5. The candidate shall disclose any relative working in an institution or organization run by the Dyal Singh College Trust Society.
6. The selected candidate shall submit the documents and declarations required by the Society / School. Any appointment shall be subject to the prescribed terms and conditions and applicable rules/policies.
7. The candidate must sign each page of the Application Form and self-attest all supporting documents. The decision of the Society / School regarding eligibility, shortlisting and selection shall be final.

Note : The Application Form must be submitted in the prescribed format without any alteration, modification, deletion, addition or amendment by the candidate. Where additional space is required for furnishing any information, the candidate may attach a separate sheet, duly signed by the candidate, without altering the prescribed Application Form.

12. DECLARATION

I hereby declare that the information furnished by me in this Application Form and the documents attached herewith are true, complete and correct to the best of my knowledge and belief.

I understand that any false statement, incorrect information, concealment or suppression of material facts may result in rejection of my candidature or, if appointed, termination of my appointment.

I confirm that the name furnished by me is as per my Aadhaar record and that any difference in name from my Matriculation Certificate has been duly disclosed in this Application Form.

I have carefully read and understood the Important Instructions / Terms & Conditions contained in this Application Form and agree to abide by the same.

I further confirm that I have submitted this Application Form in the prescribed format without any unauthorised alteration, modification, deletion or addition.

Place: _____ Date: _____

Signature of Candidate: _____

Name of Candidate: _____