DYAL SINGH COLLEGE TRUST SOCIETY, KARNAL

DYAL SINGH PUBLIC SCHOOL, SECTOR-7, KARNAL

STANDARD APPLICATION FORM – TEACHING STAFF

On Contract Basis / Regular, as applicable

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. POST APPLIED FOR

Post: _____

Subject / Discipline: _____

2. PERSONAL DETAILS

2.1 Name of Candidate (as per Aadhaar): _____

Name as mentioned in Matriculation Certificate, if different: _____

2.2 Father's Name: _____

2.3 Mother's Name: _____

2.4 Date of Birth: _____ Age: _____

2.5 Marital Status: ☐ Married ☐ Unmarried ☐ Other _____

If married, Name of Spouse: _____

2.6 Nationality: _____

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

2.8 E-mail ID: _____

2.9 Correspondence Address: _____

_____

2.10 Permanent Address: _____

_____

3. EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

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

Examination / Degree	Regular/Correspondence (Please mention)	Board / University / Institution	Year	% / CGPA	Subjects / Specialisation
Matriculation					
Senior Secondary					
Graduation					
Post Graduation					
B.Ed. / D.El.Ed. / Equivalent					
M.Ed. / Other Professional Qualification					
Other Qualification					

4. LANGUAGES KNOWN

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

5. TEACHING EXPERIENCE

Give details starting with the present / most recent employment.

School / Institution	Designation	Subject(s) Taught	Classes	From	To

Total Teaching Experience: _____ Years _____ Months

Experience in CBSE / Other Board: _____

Experience in the same / similar subject: _____

Nature of Present / Previous Employment: ☐ Regular ☐ Contractual ☐ Temporary ☐ Other _____

Present / Last Salary Drawn: ₹_____ per month

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

Notice Period / Date from which available: _____

6. TEACHING & PROFESSIONAL SKILLS

(a) Subjects / Classes in which you have substantial teaching experience:

_____

_____

(b) Computer / ICT Skills:

_____

_____

(c) Experience in Smart Classroom / Digital Teaching:

_____

_____

(d) Co-curricular / Extra-curricular Activities handled:

_____

_____

(e) Other relevant skills / achievements:

_____

_____

7. PRESENT / PREVIOUS EMPLOYMENT

Name of Present / Last Employer: _____

Designation: _____

Reason for leaving / seeking change: _____

_____

8. REFERENCES

Please provide details of two persons who are professionally acquainted with you.

1. Name: _____ Designation: _____

   Organisation: _____ Mobile / Telephone: _____

2. Name: _____ Designation: _____

   Organisation: _____ Mobile / Telephone: _____

9. ADDITIONAL INFORMATION

Please mention any course pursuing (through regular/correspondence), other qualification, teaching experience, achievement, training, award or information relevant to the post:

_____

_____

_____

10. 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

Name of Relative	Relationship	Institution / Organisation	Designation

11. DOCUMENTS TO BE ATTACHED

(i). Self-attested copy of proof of date of birth.

(ii). Self-attested copies of educational and professional qualification certificates / mark sheets.

(iii). Self-attested experience certificates.

(iv). Self-attested documents relating to professional qualifications, training, awards, etc., wherever applicable.

(v). Recent passport-size photograph.

(vi). Any other relevant document.

12. 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.

13. DECLARATION

I hereby declare that the information furnished by me in this application form and the documents submitted in support thereof are true and correct to the best of my knowledge and belief. I understand that any false, incorrect or misleading information, or suppression of any material fact, may result in rejection of my candidature or cancellation of appointment.

I further certify that the name furnished by me is as per my Aadhaar record and that I have disclosed any difference, if any, between my Aadhaar name and the name appearing in my Matriculation Certificate.

I understand that the Application Form submitted by me is in the prescribed format and that I have not made any unauthorised alteration, modification, deletion or addition to the Application Form.

I have carefully read and understood the Important Instructions / Terms & Conditions contained in this application form and agree to abide by them and by the decision of the Dyal Singh College Trust Society in the matter of recruitment and appointment.

Place: _____ Date: _____

Signature of Candidate: _____

Name: _____