



# Gandhi Vidhyapith Vedchhi

At Post : Gandhi Vidhyapith Vedchhi, Ta: Valod Dist : Tapi - 394641.

(THIS FORM SHOULD BE COMPLETED IN APPLICANT'S OWN HANDWRITING. SELF CERTIFIED COPIES OF TESTIMONIALS SHOULD BE ATTACHED. INFORMATION PROVIDED HERE SHALL BE KEPT CONFIDENTIAL)

To  
The President / Secretary,  
Gandhi Vidhyapith, Vedchhi  
Ta. Valod, Dist : Tapi  
Pin Code -394641

Affix passport size  
photograph and  
Sign on  
Photograph

**Sub. : Application for the post of Junior Clerk**

Respected Sir,

In response to your advertisement published in \_\_\_\_\_, dated \_\_\_\_\_.  
I submit my application for the above post.

## **PERSONAL DATA :**

- (1) **FULL NAME** : \_\_\_\_\_
- (2) **DATE OF BIRTH** : (DD/MM/YYYY) \_\_\_\_\_ **AGE** \_\_\_\_\_ Yrs. \_\_\_\_\_ Months
- (3) **MARITAL STATUS** : **Yes/No** (If yes, please attaché Marriage Certificate) **NO. OF DEPENDENDANTS** \_\_\_\_\_
- (4) **BLOOD GROUP** : \_\_\_\_\_ **HEIGHT** \_\_\_\_\_ **WEIGHT** \_\_\_\_\_ **M/F** \_\_\_\_\_
- (5) **NATIONALITY** : \_\_\_\_\_ **Caste**: S.T./S.C./SEBC/Open/Minority (Please attach certi. in case of reserve category)

(6)	<b><u>PERMANENT ADDRESS</u></b>	<b><u>PRESENT ADDRESS</u></b>

- (7) **PHONE NO** : \_\_\_\_\_
- (8) **EMAIL** : \_\_\_\_\_
- (9) **NAME, ADDRESS AND PHONE/FAX NO. OF THE NEAREST RELATIVE WHO CAN BE CONTACTED IN CASE OF EMERGENCY.**

Name	Relation with the Candidate	Address	Contact No.	Email Id

**10) Information about languages known :-**

Sr. No.	Languages Say YES or NO in (2) (3) (4) & (5)	Reading	Reading & Writing	Fluent speaking	Working Conversational Ability
	(1)	(2)	(3)	(4)	(5)
1					
2					
3					
4					

**ACADEMIC RECORD :**

Sr. No.	Name of the Degree	Year of Award	Subject	% of marks obtained	Class / Division awarded
1	SSC				
2	HSC				
3	Diploma with Specialization				
4	Bachelor's with Specialization				
5	Master's with Specialization				
6	CCC				
7	Others if, any				
8					
9					
10					

## **EXPERIENCE :**

a) Experience :- Totalyears :- yrs.\_\_\_\_mth.

Sr. No.	Name of the Institution	Designation	Date of Joining	Date of Termination
1				
2				
3				
4				
5				

## **CO-CURRICULAR ACTIVITY : (Attach copies of certificates)**

Briefly describe activities undertaken during studies and prizes / awards won etc. (Attach separate sheet)

## **PROFESSIONAL TRAINING : (Attach copies of certificates)**

Date		Organization	Type of Training (Give Details)
From	To		

- Other information which the candidate desires to give :- (Attach separate sheet if required)

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## **MEDICAL HISTORY :**

Have you any Disabilities?	Yes / No
If yes, Give Details :	
Have you undergone any major surgery or illness in last five years?	Yes / No
If yes, describe when and type of surgery / illness:	
Are you suffering from any recurrent disease ?	Yes / No
If yes, Give Details :	
Are you on any Medication / Treatment	Yes / No
If yes, Give Details :	
Have you ever been arrested or convicted for any offence or crime?	Yes / No
if yes, Give brief details:	

**REFERENCES :**

<u>Reference No. 1</u>	<u>Reference No. 2</u>
Name & : Address	Name & : Address
Phone No. :	Phone No. :
E.Mail :	E.Mail :

I certify that information provided in this form is true and correct to the best of my knowledge and belief. I am aware that if any of the above particulars are found to be false, I am liable to be dismissed and any such actions as the management deem fit.

PLACE :  
DATE :

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**Note:**

- (1) Please fill in the details in the attached sheet and for each item, attach the attested copies of corresponding certificates.
- (2) Person already serving in other Educational Institutes should apply through their respective Institutional heads.

**(SUPPLEMENTARY DATA)**

<b>(A)</b>	<p><b><u>EXPERIENCE:</u></b></p> <p>Year _____ to _____ Total _____ Yr/s</p>
<b>(B)</b>	<p><b><u>SIGNIFICANT ACHIEVEMENT :-</u></b></p> <ul style="list-style-type: none"> <li>- Have you represented your University in Inter University Sports Tournament? : _____</li> <li>- Have you secured first/second/third prize at National level sports event? : _____</li> <li>- Have you been awarded with NCC 'B' or 'C' certificate? : _____</li> <li>- Have you represented your University in Inter University Cultural Competition? : _____</li> </ul>

**List of documents to be attached**

<input type="checkbox"/> Self attested mark sheets of all examination passed	<input type="checkbox"/> Copy of Pan Card
<input type="checkbox"/> School Leaving Certificate	<input type="checkbox"/> Copy of Residence Proof
<input type="checkbox"/> Experience Certificate	<input type="checkbox"/> Copy of Marriage Certificate
<input type="checkbox"/> No Objection certificate if presently employed	<input type="checkbox"/> Copy of Caste Certificate
<input type="checkbox"/> Other (if any)	

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief.

PLACE :  
DATE :

\_\_\_\_\_  
SIGNATURE OF THE CANDIDAT