**SARASWATI MAHILA MAHAVIDYALAYA: PALWAL**

Bye pass Road, Distt. Palwal-121102 (Affiliated to M.D. Uni., Rohtak)

Wesite: [www.smmpalwal.com|](http://www.smmpalwal.com|) Email: saraswatipalwal @gmail.com.

Latest passport photo

 **Ph. No. 01275-253319 Mob. 9215558501**

To

 The President

 Saraswati Mahila Mahavidyalaya,

 Palwal.

**Sub: Post applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Category: SC BC ESM**  **GEN**

Sir,

 With reference to your advertisement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated\_\_\_\_\_\_\_\_\_\_\_\_for the post of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

my application may be considered for the said post. My bio data is given below:

Name ( in Block Letters)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nationality\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for correspondence with mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mob. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUALIFICATIONS (with attested copies of the documents)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXAMINATION** | **YEAR OF PASSING** | **BOARD/UNI.** | **MARKS OBTAINED** | **PER CENTAGE** | **DIVISION** |
| MATRIC |  |  |  |  |  |
| HR.SEC/+2 |  |  |  |  |  |
| B.A/B.SC/B.COM. |  |  |  |  |  |
| M.A/M.SC. |  |  |  |  |  |
| M.PHIL |  |  |  |  |  |
| PH.D |  |  |  |  |  |
| NET/SLET |  |  |  |  |  |
| Any other |  |  |  |  |  |
|  |  |  |  |  |  |

Are **you Gold Medalist** in UG/PG and Topper in Board Examination at 10+2 level

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination passed | Uni./Board | Year of Passing | Marks Obt.  | Max. Marks | Division/%age |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CO-CURRICULAR ACTIVITES**:

Have you any position in Co-curricualr activities ? If yes, please fill details and attach attested copies of certificates.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the co-curricular activities | Univ. Youth Festival/Zonal/Inter-Zonal/State Level | Position held Recommended/ Commended |
|  |  |  |  |
|  |  |  |  |

Have you obtained any position **in Sports**? If yes, please give details and attach attested copies of certificates

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of Sports | International/National/Inter Uni./State | Position 1st/2nd/3rd participation |
|  |  |  |  |
|  |  |  |  |

1. Have you donated Blood? If yes, how many times (attach certificate\_\_\_\_\_\_\_\_\_\_\_

1. Have you NCC Certificate? If yes, please mention B or C certificate\_\_\_\_\_\_\_\_\_\_\_
2. Have you attend 10//7 days NSS camp or Scout & Guide (Rajya Puruskar) Yes/No \_\_\_\_\_\_
3. Any other activities for which Weightage is claimed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPERIENCE & PAST EMPLOYEMENT (Attach attested copies)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the institution | Post & Nature of appointment | From | To | Total experience Year Month Days |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Address of present employer with phone no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PUBLICATIONS:**

**Have your publications in referred Journal/Text/Reference Books in the concerned subject? If Yes please attach proof**

|  |
| --- |
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|  |
|  |

DECLARATION:

I certify that the information given above is correct to the best of my knowledge and belief and nothing has been concealed therein. If at any time, I am found to have concealed any material information or given false details, my appointment shall be liable to be cancelled.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

Date \_\_\_\_\_\_\_\_\_\_\_

Place\_\_\_\_\_\_\_\_\_\_\_

Recommendation of the Forwarding Authority (in case of employed candidate)

 I recommend and forward the application of Mrs./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is working in our college/institution as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_since\_\_\_\_\_\_\_\_\_\_for the post of Principal, Saraswati Mahila Mahavidyalaya, Palwal.

 Signature of Principal/Director

 (with office seal)

Note:

\*A copy of the above application has been sent by Registered Post to the Dean, College Development Council , M.D. University, Rohtak. with in 21 days of the advertisement.

\* Self attested copies of certificates,degrees, from matric to onward, testimonials etc. should be attached with the applications and originals of all such documents must be produced at the time of interview.

\* Applicants in service are advised to send their applications through their present employer through proper channel with (NOC) No Objection Certificate.

\* Weightage/Relaxation will be given as per latest norms/rules to the candidates for Sports/NCC/NSS activities etc (attach certificates).

\* No T.A/D.A will be given for attending the interview.