

Lakshmi Devi Shroff Adarsh Sanskrit College
Harisharnam Kutir, Kalirakha,
B. Deoghar-814112 (Jharkhand)

[Recognized as Adarsh Shodha Sansthan under the Scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthan being implemented by the Central Sanskrit University, Delhi (Formerly Rashtriya Sanskrit Sansthan, under Ministry of Education, Government of India)]

Application Form for the post of Assistant (Non-Teaching)

1. The application duly filled in the prescribed proforma along with all enclosures should reach the institution within the prescribed time by Registered/Speed Post.
2. No alteration / deletion / addition/change should be made in the prescribed contents of the form failing which the application will not be considered. Wherever required, this prescribed form can be expanded to fill up / furnish required information on the form itself.
3. All required information be filled up & furnished at appropriate space in the form. If no information is to be filled up, then there it should be written as NIL or Not Applicable.
4. Employed candidates should route their application through proper channel duly certified / forwarded as per Part II of the application as prescribed in the last page. The application received after the last date, due to postal delay or otherwise will not be considered.
5. Each page of the application should be signed by the candidate.
6. Fee is to be deposited through Demand Draft drawn in favour of "The Principal, Lakshmi Devi Shroff Adarsh Sanskrit College, Harisharnam Kutir, Kalirakha, B. Deoghar-814112(Jharkhand) payable at Deoghar" and sent to "The Chairman (Management Committee), Lakshmi Devi Shroff Adarsh Sanskrit College, Harisharnam Kutir, Kalirakha, B. Deoghar-814112" alongwith application form by Registered/Speed Post (ordinary post or by hand will not be accepted).

Bank Draft details (Please write name, mobile No. & post applied for on back side of Bank Draft)

Bank Name:		Branch Name:	
Bank Draft No. & Date:		Amount:	

PART – I

Recent
pass port
size photo
of the
candidate

1. Name (in Block Letters) :
2. Father's Name
3. Mother's Name :
4. Date of Birth : Year Month Day
5. Age as on closing date of advertisement : Year Month Day
6. Place of Birth :
7. Sex :
8. Marital status :
9. Nationality :
10. Indicate whether belongs to
SC/ST/OBC/PwBD category :
11. Ex-Serviceman : Yes/No
12. Present Position held :
13. Present Emoluments :
 - (i) Pay Band: AGP/GP/Basic Pay/Pay Matrix :
 - (ii) Allowances :
 - (iii) Total pay / emoluments :
14. Address for correspondence (with pin code) :
15. Permanent Address (with Pin code) :
16. Telephone & Mobile No :
17. Email :
18. Fields of Specialization under the Subject/Discipline-

19. EDUCATIONAL QUALIFICATIONS DETAILS

Examination/ Degree	Title Degree/ Diploma	of Specialization	Name of Board/ University	Year of Passing	Total Marks	Marks obtained	Division & Grade Percentage	Annexure No.
High School/ Sec. or equivalent								
Higher Secondary/ P.U.C or equivalent/ Senior Secondary/ Inter or equivalent								
Graduation/ B.A degree / Shastri or equivalent								
Post Graduation/ M.A. degree / Acharya or equivalent								
B.Ed. / Shiksha- Shastri or equivalent								
M.Ed. / Shiksha- Acharya or equivalent								
Textual criticism and Manuscript related courses								
Any other Qualification								

20. RESEARCH DEGREE

Examination/Degree	Subject	Name of University	Title Thesis/Dissertation	Date Submission Thesis/ Dissertation	Date of Award of degree	Annexure No.
M.Phil degree						
Ph.D or equivalent						
D.Litt.						

21. A. LANGUAGES KNOWN

Please indicate proficiency in speaking, writing and reading :-

Sl.No.	Languages	Speaking	Writing	Reading
1.	Sanskrit			
2.	Hindi			
3.	English			
4.	Any other (Pl. Specify)			

B. SCRIPTS KNOWN

Please indicate proficiency in writing and reading :-

Sl.No.	Script	Writing	Reading

22. Technical/Professional Qualifications

Examination Passed	Year of Passing	Institution	Division	% age	Subjects offered

12. Experience, if any (Administrative/Technical/Teaching/Any other):

Office in which worked/working	Designation Permanent/ Temporary	Pay Scale & Total monthly emoluments	Period		Length of Experience		Nature of Experience
			From	To	Years	Months	

Note: The proof holding equivalent position in the reputed private institutions/ Corporate/ Bank and total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations and proof of the organisation having annual turnover of Rs. 500 crores is to be attached, if applicable.

13. Do you know typewriting/shorthand? If so, state speed (wherever applicable):

English	Hindi)
Shorthand:w.p.m.w.p.m.
Typewriting:w.p.m.w.p.m.

14. Are you proficient for working on Computer? YES/NO

15. Any other information:.....
.....
.....
.....

16. Indicate the time you will require to join, if selected:.....

17. Have you ever been arrested/prosecuted/put under detention or bound down/fined or convicted by any Court of Law for any offence, if so give details.....
.....
.....

18. Have you ever been dismissed from service, if so give details.....
.....
.....

19. Are you free from debt? If not give details.....
.....
.....

Declaration:

I declare that the statements made in the Application Form are true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Dated:.....

Signature of the Applicant

FORM OF DECLARATION TO BE SUBMITTED BY OBC CANDIDATE

(In addition to the community certificate)

I, Mr./Ms. _____ son / daughter of Shri _____ resident of
village/town/city _____ district
_____ State _____ hereby declare that I belong to the
_____ community which is recognized as a backward class by the Government of
India for the purpose of reservation in services as per orders contained in Department of Personnel
and Training Office Memorandum No. 36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared
that as on closing date of advertisement, I do not belong to persons/sections (Creamy Layer)
mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993,
O.M. No. 36033/3/2004 Estt. (Res.) dated 9/3/2004, O.M. No.36033/3/2004-Esst.(Res) dated
14.10.2008 and O.M. No.36033/1/2013-Estt. (Res.) dated 27.05.2013.

Signature of the candidate:.....

Full Name.....

Place.....

Date.....

Declaration / undertaking not signed by Candidate will be rejected.

For applicants in Employment

No Objection Certificate by Employer

Certified that Shri/Smt./Kumari.....(name)
is employed as.....(designation) in the scale of pay of
Rs.....p.m.

w.e.f.....at.....
..... (name of organization) and the facts stated in above application have been verified and found correct.

It is also certified that we have no objection to his/her application and he/she will be relieved in the event of his/her selection. There is no disciplinary/vigilance case pending or contemplated against him/her and he/she has not been awarded any penalty.

Dated:.....

Signature of Head/Concerned Officer of the Department/Organisation(with Seal)