



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)
PSP AREA IV, DR. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI – 110 089
(A COLLEGE 100% FUNDED BY GOVT. OF NCT OF DELHI)**

APPLICATION FORM FOR NON- TEACHING POSTS

Please affix your recent
passport size photograph
here

Post applied for

Advt. No. & date of advertisement.....

1. Name (in block letters)

2. Parent's / Spouse's Name.....

3. Date of birth: Age (as on date): Years..... Months

4. Nationality:

5. Gender: Male / Female:

6. (a) Post held, if any, at the time of sending
the application, date of appointment
(whether permanent, on probation or temporary)

(b) Name of the Employing Authority:

7. Category to which you belong: (Tick) **UR / OBC* / SC / ST / PwD**

Are you physically handicapped?

If yes, explain the nature and extent of disability:

*OBC Category candidates must mention the Page No. & Sl.No. of their cast as mentioned in the Central List

8. Correspondence Address:

.....
.....
.....
Pin Code No.
Phone / Mobile
E-mail ID.....

Permanent Address:

.....
.....
.....
Pin Code No.
Phone / Mobile
E-mail ID.....

9. Present Basic Pay with Grade Pay

Basic Pay: ₹

Grade Pay: ₹

10. Educational Qualification (XII class onwards):

Sl. No.	Examination Passed	Name of the University/Board	School/College Attended	Division with percentage of Marks Obtained	Year of Passing	Subjects offered

11. Work Experience :

Sl. No.	Name of the Organization	Designation	Duration (Time Period)	Salary Drawn (Basic Pay with Grade Pay)

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

13. Have you applied for any other post in the College? If so, state the name of the post and date when applied:

14. Name and address of two references

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Address</i>	<i>Tel. No</i>	<i>E-Mail</i>

15. Any other information:

Dated:

.....
Signature of the Applicant

Declaration:

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Dated:

.....
Signature of the Applicant

Forwarded:

The facts stated in the above application have been verified and found correct.

Dated:

.....
Head of the Department/ Institution
(with seal)

Pls. Note:

- (i) Enclose the following with the application:
 - (a). Attested photocopy of proof of date of birth certificate (Class X Certificate).
 - (b). Attested photocopies of all qualification certificates.
 - (c). Attested photocopy of caste certificate, if applicable
 - (d). Attested photocopy of physically handicapped certificate, if applicable
- (ii) The original certificates along with attested photocopies of each of the above must be produced at the time of interview and on joining, if selected.
- (iii) Applicants who are in employment should send their applications through their employers (through proper channel).
- (iv) Incomplete application form will be rejected.
- (v) No T.A/D.A. will be paid for attending the prescribed tests and interview.
- (vi) The college reserves the right not to fill up the post advertised without assigning any reason.