

Application for an administrative position

Please paste recent passport size photo

1. **Personal:**

Full name and Designation (Mr/Ms/Dr/Prof): Date of birth:

Post applied for:

Phone no (mobile/landline): Email ID: Home/permanent address: Current address: Father’s name: Mother’s name: Marital status: Key topics taught/area of specialisation:

1. **Education:**

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| --- | --- | --- | --- | --- |
| **Degree** | **Qualification** | **Year** | **Institution/Board/****University** | **Grade/****percentage** |
| Secondary School |  |  |  |  |
| Higher Secondary School |  |  |  |  |
| Bachelor’s |  |  |  |  |
| Master’s |  |  |  |  |
| NET or equivalent |  |  |  |  |
| M.Phil |  |  |  |  |
| Ph.D. |  |  |  |  |
| Post-Doctoral |  |  |  |  |
| Other Diploma |  |  |  |  |

1. **Employment (starting from most recent position)**

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| --- | --- | --- | --- |
| **Year / period** | **Organisation** | **Position held with key responsibilities** | **Remarks** |
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1. **Academic profiles:**
	1. **Books single author/joint authors/editors:**

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| --- | --- | --- |
| **Name of the book** | **Publisher & ISSN/ISBN No** | **Year** |
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* 1. **Articles/chapters in journals/books:**

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| --- | --- | --- | --- |
| **Title of article/chapter with page no** | **Book title, editor/authors & publisher** | **Year** | **ISSN/ISBN****No** |
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* 1. **Research Papers Published:**

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| **Title of paper with page no** | **Name of journal with place of****publication** | **Year** | **Nature of journal (internal / national/****university)** |
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* 1. **Full papers published as conference proceedings:**

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| --- | --- | --- | --- |
| **Title of paper with page no** | **Title of conference** | **Organised by with place & date/year** | **Nature of conference (national / international)** |
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* 1. **Conferences/seminars/workshops/symposia attended:**
		1. **International:**

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| --- | --- | --- | --- | --- |
| **Name of the conference** | **Organised by** | **Place & year** | **Paper presented (Yes / No; keynote****speaker)** | **Title of paper presented** |
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* + 1. **National / regional:**

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| **Name of the conference** | **Organised by** | **Place & year** | **Paper presented (yes / no;****keynote speaker)** | **Title of paper presented** |
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* 1. **Academic/professional trainings attended:**

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| **Name of the training / course** | **Organised by / place** | **Duration / year** |
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* 1. **List of research /academic/development / consultancy projects undertaken or completed:**

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| **Title of the projects** | **Name of agency / place** | **Duration / year** | **Remarks** |
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* 1. **Research supervisions (Ph.D. / M.Phil.):**

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| **Name of scholar** | **Topic** | **University** | **Name of degree & year of award** |
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* 1. **Scholarships/award/recognitions, etc.:**

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| **Name** | **Year** | **Country/place** |
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1. **Membership & positions in professional/academic/development bodies or organisations / expert member in Government agencies/Mmnistry, socio-cultural organisations, etc.:**

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| **Title/position** | **Bodies / organisations / institutions / ministry** | **Place** | **Duration / year** |
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1. **Administrative positions/responsibilities held:**

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| **Title/position** | **Department / section** | **Name of university / organisation** | **Duration / year** |
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1. **Outreach/community service/voluntarism activities participated/organised.**

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| **Particular** | **Place** | **Date/duration** | **Key activities** |
| NSS |  |  |  |
| NCC |  |  |  |
| As member of social/cultural / charity organisation |  |  |  |
| As member of recognisedstudents/faculty organisation |  |  |  |

1. **Any other information:**

**Declaration:**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

***Signature: Place: Date:***