

# APPLICATION FORM

FOR NON-TEACHING POSITIONS



This form must be completed **in full** by all applicants.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Advertisement No.: 1/2022</td> </tr> <tr> <td style="padding: 2px;">Post applied for:</td> </tr> </table>	Advertisement No.: 1/2022	Post applied for:	Please affix recent Passport size photograph
Advertisement No.: 1/2022			
Post applied for:			
<b>Bank Details of Application Fee</b>			
i) Bank Draft No.:      Date:      Payable at : ii) In case the amount remitted online, please provide details :			
<i>Applicants wishing to apply for more than one position should fill up a <b>separate application form</b> for each position.</i>			

Personal Information			
Title (Dr./Mr./Mrs./Ms./Miss./Other)	Family name	First name	Middle name
Marital Status    Single/Married	Gender    Male/Female		
Current Address		Permanent Address	
Phone number with STD Code (O)		(R)	
Mobile		Fax No.	
Emails address		Date of Birth	
Nationality			
Father's / Husband's Name			

Educational Qualifications				
Secondary education (Class X or equivalent board) onwards				
Examination / Degree	Name of school/ board/ college/ university	Marks or grades (CGPA / percentage)	Year of passing	Subject(s) taken
10 <sup>th</sup>				
10 + 2				
Bachelor's Degree				

Master's Degree / Post Graduate				
M. Phil				
Ph.D.				
Any other Degree/ Diploma				
Technical Qualification				
Other I				
Other II				

<b>English Language Skills</b> (please tick appropriate qualifier)	
Reading	Excellent / Good / Satisfactory / Poor
Writing	Excellent / Good / Satisfactory / Poor
Speaking	Excellent / Good / Satisfactory / Poor

<b>Current Academic Pursuit</b>
Are you attending any part-time / whole time course of study? If so, state the name of the course and the Institution you have joined.

<b>Employment History</b> Please give details of your previous jobs, <u>starting with your current/most recent job.</u>						
From (Month & year)	To (Month & year)	Duration (Year(s) & month (s))	Name & address of employer	Position held	Salary Drawn Present Basic Pay and Allowances (Give Details)	Nature of Work (Please attach separate sheet of requirements)


<b>Gaps in employment history</b>	
Please provide a brief explanation for any time when you were neither working nor in full-time education	

<b>Education matters</b>	
Have you ever been debarred or punished for adopting unfair means in any examination conducted by any institution or agency?	YES / NO
If YES, please give details, including any pending proceedings, on a separate sheet.	

<b>Employment matters</b>	
Has your current or any previous employer instituted disciplinary proceedings against you which have resulted in a warning, suspension, discharge or other disciplinary action?	YES / NO
If YES, please give details, including any pending proceedings, on a separate sheet.	

<b>Other Information</b>	
How many days' notice must you give to your current employer?	
Have you applied for any other post of the University? If so, state the name of the post and date when applied.	
If you have any serious health problems or have a history of health problems, please give details.	
Have you been convicted by the Courts, cautioned, reprimanded or warned for any criminal offence (either in India or abroad)? If yes, please give details.	

**Supporting Statement**

In support of your application, please attach a statement giving your reasons for applying for this post, explaining how you feel you meet the requirements of the job and indicating briefly how you could contribute in the institution building including any information which you consider relevant to this application, particularly if you have multi-tasking skills, high degree of professional commitments and can work in a highly competitive and challenging work culture.

<b>References</b>	
Please provide the names and contact details of two persons who can provide references relating to your suitability for this post. One of the referees must be your current / most recent employer. References from friends or relatives will not be accepted. Candidates are also required to request the referees, to send their recommendation letters, in a sealed cover, relating to your suitability for the post to the Registrar, South Asian University, Akbar Bhawan Campus, Chanakyapuri, New Delhi - 110021, India.	
<b>First Referee</b>	Can this referee be approached before interview? Y / N
<b>Name:</b> <b>Position / Occupation :</b> <b>Email:</b>	<b>Postal address with PIN No. :</b>  <b>Work phone number (with STD Code):</b>  <b>Fax (if any) :</b>
<b>Second Referee</b>	
Can this referee be approached before interview? Y / N	
<b>Name:</b> <b>Position / Occupation :</b> <b>Email:</b>	<b>Postal address with PIN No. :</b>  <b>Work phone number (with STD Code):</b>  <b>Fax (if any) :</b>

**ALL APPLICANTS MUST SIGN THE DECLARATION BELOW**

**Declaration:** The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment will be conditional upon satisfactory screening of my application. I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds enough for rejecting this application or subsequent dismissal, if employed, by the South Asian University. I have enclosed self-attested copies of documents (relevant certificates, degrees, testimonials etc.) in support of my application.

I agree to the above declaration (please tick)

Place: \_\_\_\_\_

(Signature of Applicant)

Date: \_\_\_\_\_

<b>List of Enclosures With the Application</b>
<ol style="list-style-type: none"> <li>1. Covering letter</li> <li>2. A bank draft for application fee/details of remittance (non-refundable)</li> <li>3. Date of Birth certification (copy of the school certificate with date of birth can be used)</li> <li>4. Copies of degrees/ diplomas (Bachelors, Masters, Doctoral)</li> <li>5. Copy of latest CV</li> <li>6. No-objection certificate from current employer <i>(Must be submitted along with the endorsement of the employer. Format of the letter to be submitted is given at the end of the application)</i></li> <li>7. Recent passport size photograph</li> </ol>

The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity in Government/Semi Government/ Public Sector undertakings/ State/ Central Universities/ Autonomous body, failing which the application is liable to be rejected.

## **ENDORSEMENT OF THE EMPLOYER**

Ref. No.....

Date.....

1. The application of \_\_\_\_\_ is hereby forwarded with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked/ verified and found to be correct with reference to his/her service records.
3. Attested copies of the applicant's confidential reports for the preceding five years along with vigilance/integrity certificates are enclosed.

**Signature of the forwarding Officer  
(with office seal)**

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