

XAVIER INSTITUTE OF ENGINEERING

Mahim Causeway, Mahim, Mumbai-400 016

Phone: 24455937, 24454559 Fax: 24462267

APPLICATION FOR THE POST OF _____ IN _____ DEPARTMENT

Ref.: Advt. No. _____ in _____ dated _____

(Name of newspaper)

Please read the information and instructions supplied with the application form carefully before filling up. The form should be filled in candidate's own handwriting. If space provided for any column is insufficient, please attach a separate sheet

1. Name in full (in capital letters) Shri /Smt ./Kumari
(Underline surname)

2. Whether married/ unmarried Yes No

3. Address for correspondence Permanent Address
In block letters)

Tel. No. _____ Email ID: _____
(Any change in address should be communicated immediately)

4. Date of Birth: _____ Place of Birth: _____
Age as on last date for submission of application (attach copy of proof of age)

5. Father's/Husband's name : _____
Occupation: _____ Address : _____

6. Do you belong to SC/ST/VJ/NT1/NT2/NT3/OBC? (If answer is 'Yes' , state the name of Caste)

7. What languages (including Indian) can you read, write or speak?
Name of languages _____ Read, Write & Speak _____ Examination passed, if any _____

8. If appointed, what notice would you require before joining the post?

9. Are you willing to accept the minimum pay in the scale? If not what initial pay do you expect?

10. Details of Teaching Experience: UG: _____ PG: _____ Total: _____
i) Subject Taught:-
ii) Areas of special interest:-

11. Research work:
i Have you done any research work, or published papers? If yes, give details.
ii Experience of guiding research students at Master's/Doctoral level.

14. Continuing Education Programmes:
Have you attended and or conducted any Summer/Winter schools or any other courses? or have you undergone any training ? If Yes, give details.
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15. Are you corporate member of any professional body/institution?
If yes, give details
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16. Give details of your extra-curricular activities.
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17. Give details of help rendered to department/institute administration in organizations /institutions in which you worked previously.
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18. Have you previously applied for any post/or worked in this college? If yes give particulars.
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19. Have you ever been outside India? If yes give particulars.
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S. No.	Country visited	Purpose of visit	Year
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20. Have you ever been debarred from appearing for any examination held by any Board/ University or Govt. Constituted authority? Or have you ever been dismissed from service or disqualified for any post? If yes give details
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21. Additional remarks:
Applicants may mention here any special qualification or experience which have not been included under any of the heads given above

22. References:
Give references of two persons, resident in India and holders of responsible position. They should be intimately acquainted with the applicant's character and work; but must not be relations. Where the candidates have been in employment should either give his present or most recent employer or immediate superior as a reference.

1. Name :

Occupation/Position:

Address:

2. Name :

Occupation/Position:

Address:

23. Details of enclosures sent with application (Candidates should attach attested Copies of certificates in support of all claims made viz examinations passed, experience gained, age, caste etc.)
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24. Declaration to be signed by the Candidate

I _____ hereby declare that,

1. I have read the information and instructions supplied along with the application form.
2. The information furnished by me in this application form is true and correct. I am aware that if any of the statements made in this application form or any other information supplied by me in connection with this application is later on, at any time, found to be false or incorrect, my application will be rejected or if appointed, my services will be terminated without any notice and I will render myself liable for prosecution by the College authorities, if deemed necessary.
3. I have not been debarred from appearing at any examination held by any Govt. Constituted or statutory examination authority in India.
4. I have not been dismissed from service or disqualified for service by Government/or Organization constituted by Govt. or Educational Institutes.

Place :

Signature of Candidate

Date :

Signature of forwarding authority

Stamp

Note: If the candidate is employed in a government/semi government organization the application must be forwarded by the employer

For Office Use Only:

Application Accepted/Rejected

If rejected, reasons for rejection

- 1.
- 2.
- 3.

Place:

Signature of Head of Department

Date:

Signature of Principal