Jamia Millia Islamia

(A Central University)

**NAAC Accredited Grade “A++”**

Jamia Nagar, New Delhi-110025

**PROFORMA**

(To be filled and submitted along with the Employment Application Form)

Advertisement No. & Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post applied for : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sl. No.\_\_\_\_\_\_\_\_

Deptt./Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Amount of fee deposited : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Plz attach payment slip)***

User’s Bank & Branch Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transaction No./ID/Ref. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UTR No./UPI No.

Valid Email (Capital Letter only) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated :…………………………. …………………………….

 (Signature of Applicant)

**For office use only** Application fee paid Eligible Yes

No

Sign ………………………

|  |
| --- |
|  |
|  |
|  |

**JAMIA MILLIA ISLAMIA**

Affix

recent passport size photograph

here

#### (A Central University)

**NAAC Accredited Grade “A++”**

Jamia Nagar, New Delhi-110025

**APPLICATION FORM FOR APPOINTMENT ON THE NON-TEACHING POSITION**

1. **Candidate’s Full Name**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **( i ) Advt. No.: Dated:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
|  |  |  |  |

( i i ) Post applied for: …..…………………………………………………………………………….…………………….

( iii ) Deptt. / Office: ….……………………………………………………………………….…………………..………..

1. **Father’s / Husband’s Name in Full**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Address:**
2. **Correspondence:**

## …………………………………………………..

**…………………………………………………..**

**………………………………………………….. Pin: ……………Mobile No: ............………….**

1. **Permanent:**

## …………………………………………………..

**…………………………………………………..**

**………………………………………………….. Pin: ……………Mobile No: ............………….**

Email Id: (in Capiltal letter) ……………………………………………………………… Nationality ..…………………

1. **Date of Birth:** *(Based on Matriculation/Hr. Sec. School Certificate)*

Date Month Year

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

1. **Category GEN S.C. S.T. O.B.C. PWDs *(Divyangjan)*** *(Please tick the correct box)*

`

1. **Marital Status: Married Unmarried Widow**
2. **Educational Qualifications: *(Enclose the self-attested copies of all the Degrees, Marksheets, Certificates, etc.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Qualifications\*** | **Board / University** | **Year** | **Div. / %age** | **Subjects** |
| **1** | **Matric/S.S.C.** |  |  |  |  |
| **2** | **Inter./Sr. Secondary** |  |  |  |  |
| **3** | **B.A./B.Com./B.Sc./B.E./B.Tech.** |  |  |  |  |
| **4** | **M.A./M.Com./M.Sc./M.E./M.Tech.** |  |  |  |  |
| **5** | **M.Phil.** |  |  |  |  |
| **6** | **Ph.D.** |  |  |  |  |
| **7** | **N.E.T.** |  |  |  |  |
| **8** | **Others** |  |  |  |  |

**\* Strike out which is not applicable (Attach enclosures, if necessary)**

1. **Details of Work Experience:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Particulars of the Post** | **Period of Service** | **Pay Level** | **Name and Address of the Employer** |
| **From** | **To** | **Total Period** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **If employed presently, furnish the following details:-**

(i) Pay Level …………………. (ii) Basic Pay Rs. ………........................... (iii) Allowances Rs. ………….…………….

(iv) Total Rs. ……………………………………. (v) Date of next increment ……………………………………..

1. **If appointed, time and notice required for joining the post:-**
2. **Name of two referees:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of Referee** | **Address of the Referee** | **Period for which the referee is known to the candidate** |
| **1.** |  |  |  |
| **2.** |  |  |  |

UNDERTAKING

 I have read the applicable guidelines, which are binding. I do hereby solemnly affirm and declare that the information given in the application, the statements made and the supporting documents enclosed with this application form are true and correct to the best of my knowledge and belief. If any information given by me in this application form is found to be fake, misrepresented or concealed, my candidature/appointment is liable to be rejected and I may be subjected to the legal/disciplinary proceedings.

Place: …………………….

Date: ……………………. (Signature of the Candidate)

If employed, remarks of the Forwarding Authority. Attach separate sheet, if required.

Place………………………

Date………………………

Signature……………………………………………

Name ……………………………………………….

Designation………………………………………….

Address……………………………………………..

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**Advt. No…………………….…………… Date ……………………..…**

**Particulars of Dr./ Mr./Mrs./Ms. ………………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name, Address and Contact No. for correspondence** | **Date of Birth, Mother Tongue & Other Languages** | **Academic Qualifications** | **Details of Work Experience** |
| **Exams.** | **Board / University** | **Year** | **Percentage/ CGPA** | **Employer** | **Post & Level** | **From-To** | **Total** **Years** |
| **Name:-** | **Date of Birth:****…………………..** | **10th Passed** |  |  |  |  |  |  |  |
| **Address for correspondence-:** | **(as on 31.07.2025)****Age: ……………….Years** | **12th Passed** |  |  |  |  |  |  |  |
| **Mother Tongue:****……………** | **Graduation****……………** |  |  |  |  |  |  |  |
| **Post applied for:-** | **Other Languages:****……………** | **Post Graduation****……………** |  |  |  |  |  |  |  |
| **Mobile:-** |
| **Email id (in capital letter):-** | **Category (Gen/OBC/SC/ST/PwBD):-** | **Others:-****……………****……………** |  |  |  |  |  |  |  |

**Date: …………………. (Candidate’s Signature)**

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**ACKNOWLEDGEMENT**

### Received an application from Dr./Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

applied for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the Deptt. / Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in response to the Advt. No .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ along with payment receipt Transaction No./ID/Ref. No./UTR No./UPI No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:…………………………… (Signature of the Receiver)**