



# RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB

(Established under the Punjab Act No. 12 of 2006)

(Accredited with 'A' Grade by NAAC)

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## APPLICATION FORM

**FINANCE OFFICER**

**DEPUTY LIBRARIAN**

**ASSISTANT REGISTRAR**

**SUPERINTENDENT**

Photograph

(PLEASE TICK THE APPROPRIATE BOX)

(1) NAME OF THE POST APPLIED \_\_\_\_\_

(2) NAME OF THE CANDIDATE (IN BLOCK LETTERS) \_\_\_\_\_

(3) FATHER'S NAME \_\_\_\_\_

(4) MOTHER'S NAME \_\_\_\_\_

(5) DATE OF BIRTH \_\_\_\_\_

(6) PRESENT POSTAL ADDRESS ALONGWITH TELEPHONE NO. AND E-MAIL ID \_\_\_\_\_

PH. \_\_\_\_\_ MOBILE \_\_\_\_\_ E-MAIL ID \_\_\_\_\_

(7) PERMANENT HOME ADDRESS \_\_\_\_\_

(8) NATIONALITY \_\_\_\_\_

(9) CATEGORY [PLEASE TICK (3) THE APPROPRIATE BOX] GENERAL [ ]

SC [ ]

ST [ ]

PERSON WITH DISABILITY [ ]

(10) SEX MALE [ ] FEMALE [ ] THIRD GENDER [ ]

(11) MARITAL STATUS (A) MARRIED [ ] UNMARRIED [ ]

(B) IF MARRIED, NAME OF THE SPOUSE.....

## (12) EDUCATIONAL QUALIFICATION (PLEASE ATTACH ADDITIONAL PAGES, IF REQUIRED)

SR. NO.	EXAMINATION PASSED	YEAR AND MONTH OF PASSING	UNIVERSITY / BOARD	MARKS OBTAINED / TOTAL MARKS	DIVISION / PERCENTAGE	CGPA (IF GRADING IS APPLICABLE)	SUBJECTS
(1)	MATRIC / EQUIVALENT						
(2)	10+2 / EQUIVALENT						
(3)	BACHELOR'S DEGREE						
(4)	MASTER'S DEGREE						
(5)	M.PHIL. / EQUIVALENT						
(6)	Ph.D.						
(7)	ANY OTHER QUALIFICATION						

## (13) CHRONOLOGICAL LIST OF THE TEACHING EXPERIENCE (INCLUDING THE CURRENT POSITION / EMPLOYMENT)

DESIGNATION AND SCALE OF PAY	NAME AND ADDRESS OF THE EMPLOYERS	PERIOD OF EXPERIENCE			NATURE OF WORK / DUTIES
		FROM (DATE OF JOINING)	TO (DATE OF LEAVING)	NO. OF YEARS / MONTHS (AS ON THE DATE OF ADVERTISEMENT)	
(A)	(B)	(C)	(D)	(E)	(F)

## (14) ADMINISTRATIVE EXPERIENCE (INCLUDING THE CURRENT POSITION/EMPLOYMENT)

DESIGNATION AND SCALE OF PAY	NAME AND ADDRESS OF THE EMPLOYERS	PERIOD OF EXPERIENCE			NATURE OF WORK / DUTIES
		FROM (DATE OF JOINING)	TO (DATE OF LEAVING)	NO. OF YEARS / MONTHS (AS ON THE DATE OF ADVERTISEMENT)	
(A)	(B)	(C)	(D)	(E)	(F)

## (15) PERIOD OF TEACHING AND RESEARCH EXPERIENCE

- (I) POST GRADUATE CLASSES \_\_\_\_\_
- (II) GRADUATE CLASSES \_\_\_\_\_
- (III) TEACHING EXPERIENCE OF FIVE YEARS LAW DEGREE COURSE \_\_\_\_\_
- (IV) ANY OTHER \_\_\_\_\_

TOTAL PERIOD OF TEACHING EXPERIENCE YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_

## (16) EXPERIENCE OF SUPERVISING RESEARCH

- (I) \_\_\_\_\_
- (II) \_\_\_\_\_
- (III) \_\_\_\_\_

## (17) PUBLICATIONS [AUTHORED AS BOOKS AND PAPERS IN REFEREED JOURNALS / EDITED WORK (IF ANY)]

(PLEASE ATTACH THE LIST GIVING COMPLETE DETAIL)

NOTE: CANDIDATES APPLYING FOR THE POST OF PROFESSOR AND ASSOCIATE PROFESSOR ARE REQUIRED TO ENCLOSE FIVE AND THREE PUBLICATIONS RESPECTIVELY FOR THEIR ASSESSMENT BY THE EXTERNAL EXPERTS.

## (18) REFERENCES

	REFEREE ONE	REFEREE TWO
NAME, ADDRESS, PHONE NUMBER AND E-MAIL ID OF THE REFREES		

## (19) PRESENT POSITION AND SALARY (IF APPLICABLE)

DESIGNATION	NAME OF THE UNIVERSITY / INSTITUTION	BASIC PAY (RS.)	PAY SCALE (RS.)	GROSS PAY / TOTAL SALARY P.M. (RS.)	INCREMENT DATE (DATE / MONTH)

(20) ACADEMIC ACHIEVEMENT AND EXTRA-CURRICULAR ACTIVITIES  
[PLEASE ATTACH SEPARATE SHEET]

(21) ANY OTHER INFORMATION / QUALIFICATION RELEVANT TO THE POST APPLIED FOR  
(PLEASE ATTACH SEPARATE SHEET(S) IF REQUIRED)

(22) GIVE LIST OF THE SELF ATTESTED COPIES OF THE TESTIMONIALS ATTACHED  
(ORIGINALS TO BE PRODUCED AT THE TIME OF THE INTERVIEW)



TOTAL NUMBER OF THE SELF ATTESTED TESTIMONIALS ATTACHED \_\_\_\_\_ (IN WORDS) \_\_\_\_\_.  
N.B. APPLICATIONS WITHOUT THE SELF ATTESTED TESTIMONIALS SHALL NOT BE ENTERTAINED.

(23) Details Bank Draft attached / University Fee Receipt No.:

Name of Bank	Bank Draft No.	Date	Amount
SBI Collect Ref. No.	Date	Amount	

I hereby solemnly declare that all the entries in this form are true to the best of my knowledge and belief. I understand that any material mis-representation or omission made, render me liable to termination or dismissal.

Date \_\_\_\_\_

Place \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate

**Recommendation of the employer**

\_\_\_\_\_  
Signature and designation of the employer  
Seal of the office

Date \_\_\_\_\_

Place \_\_\_\_\_

**(24) DECLARATION**

I, \_\_\_\_\_ Son / Daughter of \_\_\_\_\_ do

hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge belief and understanding. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee and Executive Council Meetings, my candidature / appointment may be cancelled by the University.

PLACE: .....

SIGNATURE OF THE APPLICANT

DATE: .....



**(25) DECLARATION REGARDING BIGAMOUS MARRIAGE**

I hereby declare that I have not entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, have not entered into or contracted a marriage with me.

Signature:

Name: \_\_\_\_\_ Dated : \_\_\_\_\_

Designation: \_\_\_\_\_

Aadhar No.: \_\_\_\_\_

(26) ENDORSEMENT BY THE PRESENT EMPLOYER (IF APPLICABLE)

(The endorsement below is to be signed by the Head of the Department / Employer of the Organisation / Institution in the case of an in-service candidate, whether in permanent / contractual or temporary capacity)

The applicant Dr. / Mr. / Mrs. / Ms. / Mx. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ at Rajiv Gandhi National University of Law, Punjab, is working in this organization namely \_\_\_\_\_ at the post of \_\_\_\_\_ in a temporary / contract / permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay of Rs. \_\_\_\_\_. He / She is drawing a basic pay of Rs. \_\_\_\_\_. His / Her next increment is due on \_\_\_\_\_.

It is further certified that no disciplinary / vigilance case has ever been initiated or is pending against the said applicant. We have no objection for his / her application being considered for appointment by the Rajiv Gandhi National University of Law, Punjab.

(SIGNATURE OF THE COMPETENT OFFICER WITH SEAL)

PLACE: .....

DATE: .....

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

