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# UNIVERSITY OF CALCUTTA

## Application form for Appointment

*(Candidates already in employment must apply through proper channel)*

Name of the post applied for (in block letters).....

To  
The Registrar  
University of Calcutta  
87/1, College Street  
Kolkata-70073

Sir,

With reference to your Advertisement No.....dt.....for the above-mentioned post, for which last date for submission of applications is ....., I present myself as an applicant for the same. My bio-data and other relevant particulars are given below.

Yours faithfully,

(Full signature of the Applicant)

Dated....., 20.....

1. Name (in block letters).....
2. (a) Present Position.....  
(b) Address for communication (in block letters).....  
.....Pin Code.....  
(c) Contact No/Mobile No.....E-mail:.....

3. Permanent Address (in block letters).....  
 .....Pin Code.....
4. Date of Birth .....
5. Name of Father/Mother/Husband.....
6. Nationality.....
7. Marital Status (a) Single/Married.....  
 (b) Name of Spouse.....
8. Whether belongs to Scheduled Caste/Scheduled Tribe/OBC – ‘A’/OBC- ‘B’  
 Category? If yes, name of the category to be mentioned.

(Copy of the certificate issued by the competent authority under the Govt. of West Bengal to be attached)

9. Details of Bank Draft/Cheque:

Sl.	Name of Bank	Draft/Cheque no.	Issuing Date	Amount

10. Maximum Educational qualifications (To be arranged chronologically, starting from Matriculation/S.F./H.S. or equivalent exams. Mention Honours or Pass in case of Graduation, Post-graduate Degrees)

School/Board & College/University	Examinations Passed	Year of Passing	Class or Division	% of marks	Subjects Studied	Any other information

11. Whether Qualified at NET/SLET etc.  
 And the year in which qualified :
12. Date of Registration for Doctoral Degree :  
 (Ph.D./D.Sc./D.Litt. etc.)

13. Research degree awarded : Year :  
 (Ph.D./D.Sc./D.Litt. etc.) University :  
 Title of Thesis :

Publications:

- (a) Number of papers in recognized research journals: .....
- (b) Number of published Books/Monograph etc. : .....
- (c) Number of Conference Papers etc.: .....

[(i) A list of publications with the names of all authors, ISBN/ISSN No. and I.F (if any) must be attached.

(ii) Copies of not more than ten publications which are most important in your opinion must be attached.)]

14. Research Experience:

- (a) Topic of research :
- (b) Place of research:
- (c) Number of years:

15. Teaching Experience : (a) Under-graduate Level : College/Univ./Institute/NO. Of Years/pass/Hons.

(b) Post-graduate Level : Name of the Univ./Institute

16. Administrative/Professional Experience : (State briefly the nature of Work with No. of years) :

17. Details of employment in chronological order:  
 (Gaps, if any, should be explained)

Employer	Post Held	From	To	Scale of Pay and pay drawn	Remarks, if any indicating reason for leaving any post

18. Present Pay and Allowance:

- (a) Scale of Pay:
- (b) Basic Pay:
- (c) Allowances:

Gross amount drawn:

19. If selected, time required before joining: (a) Can join immediately .....  
(b) Can join after.....

20. Particulars of extra curricular activities, if any :

21. Any other information that may be considered relevant:

22. (a) Have you ever been dismissed/removed/asked to retire from service? (a) Yes/No.

(b) If so, give details (b)

I certify that the above statements are true to the best of my knowledge and belief.

I declare that in case any information furnished by me is found to be incorrect or in case there is any suppression of fact this application is liable to be rejected.

Date:

(Full signature of the Applicant)