



UNIVERSITY OF CALCUTTA

Form of Application for Appointment

Recent passport size photograph of the candidate. (To be attested by the applicant.)

- (a) Name of the Department.....
(b) Post applied for.....
(in block letters)
(c) Specialisation, if any.....

To
The Registrar
University of Calcutta.

Sir,

With reference to your advertisement for the above-mentioned post, for which last date for submission of application is....., I present myself as an applicant for the same. My bio-data and other relevant particulars are given below.

Yours faithfully

.....
(Signature of the Applicant)

Dated.....20.....

BIODATA

1. Name (in block letters).....
2. (a) Present Position.....
(b) Address for communication.....
(in block letters)
3. Parmanent Address.....
(in block letters)
4. Date of Birth.....
5. Name of Father/Mother.....
6. Nationality.....
7. Marital Status: (a) Single/Married.....
(b) Name of Spouse.....
8. Whether SC/ST/OBC(A)/OBC(B)/PWD
(neccessary documents to be attached)

9. Educational qualifications (arranged chronologically, starting from Matriculation/S.F./H.S. or equivalent, Graduation, specifically mentioning Honours or Pass, Post-graduate Degrees etc. :

School/College & Board/University	Examinations Passed	Year of Passing	Class or Divn.	Percentage of marks	Subjects studied	Any other information

10. Whether Qualified at NET/SLET etc. and the year in which qualified :

11. Date of Registration for Doctoral Degree (Ph.D./D.Sc./D.Litt. etc.) :

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

13. Publications : (a) Total number of Papers in recognised research journals :
(b) Books/Monographs etc. :
(c) Indicate in the space below not more than five of your research publications/ books/monographs which, in your opinion, are most important. (An additional list of other publications may be attached, if you so desire) :
(i)
(ii)
(iii)
(iv)
(v)

14. Research Experience :
(a) Topic of research :
(b) Place of research :
(c) Number of years :
(d) No. of Research Project(s):

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 extracurricular 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)

23. Give the names of not more than three referees (with designation and full address)

(i)

(ii)

(iii)

(Attested copies of all documents and testimonials to be enclosed with the application)

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

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

Date :

.....

(Signature of the Applicant)

(The application should be routed through proper channel)
