



KIRORI MAL COLLEGE

(University of Delhi)

Delhi-110007

College Website : www.kmcollege.ac.in

APPLICATION FORM FOR NON-TEACHING POSTS

Affix here
Recent Passport
size
Photograph

Advt. No..... dated.....

Post applied for

Bank Draft No..... dated..... amounting to Rs..... Drawn

on.....(Name of Bank)

1. Name of the Applicant Mr./Miss/Mrs.....

(in Block Letters)

2. Father's Name

3. Date of Birth (i)
D D M M Y Y Y Y

(ii) Age : Years : .. . Months as on :

4. Category to which you belong (Gen./SC/ST/OBC/PwD)

5. (a) Address for Communication

.....

.....

Phone No.Mobile No.

Email :

(b) Permanent Address

.....

.....

Phone No.

6. Sex.....

(Male / Female)

7. Nationality.....

8. Marital Status.....

9. Educational Qualification (from 10th onwards)

Exam Passed / Degree Obtained	Board/University	Institution	Passing Year	% marks and Division

10. Professional/Technical Qualification(s) :

Exam Passed / Degree Obtained	Board/University	Institution	Passing Year	% marks and Division

11. Work Experience :

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English (Yes/No) Hindi (Yes/No)
 If yes, state speed : English (w.p.m.) Hindi (w.p.m.)
- (b) Do you know shorthand : English (Yes/No) Hindi (Yes/No)
 If yes, state speed : English (w.p.m.) Hindi (w.p.m.)

13. Do you have computer proficiency _____ (Yes/No)
 If yes, state which of the following you know and work with confidence ()
- MS Word Internet Usage like
 : MS Excel E mail/Searching
 : MS Power point

14. Any other information :
.....
.....

I hereby declare that the above information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

.....
(Signature of Applicant)

Place :

Date :

.....
(Name of Applicant)

ENDORSEMENT FROM PRESNET EMPLOYER (if in employment)
(for applicant in employment)

The facts stated in this application have been verified and found correct. This organization / department has no objection in his/her applying for the post referred in the application.

Date :

.....
Signature of the Head of the organization /
department (With seal)

General Instructions

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to/applying under any reserved category OBC*/SC/ST/PwD(OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
*OBC candidates only from the Central List of OBC's having non-creamy layer status are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelop containing application form should be superscribed as :
Application for the post of
name of the post
7. Fee for the application is Rs. 250/- for General/OBC candidates in the form of a Demand Draft drawn in favour of The Principal, Kirori Mal College, Delhi. **No application fee shall be charged from SC, ST, PwD and Women Applicants**
8. Application should be addressed to :
The Principal
Kirori Mal College
University of Delhi
Delhi – 110007
9. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.
10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category : and application reaching after the last date by post/courier will be rejected.
11. No TA/DA will be paid for attending the prescribed tests and interview.

KIRORI MAL COLLEGE

ADMIT CARD

Written Test for the Post of _____
(to be filled by the candidate)

Roll No.
Date of Examination
Address of Centre : Kirori Mal College University of Delhi Maurice Nagar, Delhi - 110007

Affix here Recent Passport size Photograph

(For office use)

PARTICULARS OF CANDIDATE

Name of Candidate.....

Father's Name.....

Category..... (General/OBC/SC/ST/PwD)

Address of Candidate

.....
.....

Signature of Candidate

Administrative Officer

KIRORI MAL COLLEGE

ADMIT CARD

Written Test for the Post of _____
(to be filled by the candidate)

Roll No.
Date of Examination
Address of Centre : Kirori Mal College University of Delhi Maurice Nagar, Delhi - 110007

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PARTICULARS OF CANDIDATE

Name of Candidate.....

Father's Name.....

Category..... (General/OBC/SC/ST/PwD)

Address of Candidate

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Signature of Candidate

Administrative Officer