**APPLICATION FORM FOR EMPLOYMENT IN**

**GURU NANAK INSTITUTE OF MANAGEMENT & TECHNOLOGY**

**(To be filled by the Applicant in his/her own handwriting)**

Affix Recent Passport size photograph

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Post Applied for** | | | **………………………** | | |  | | |
| **2** | **Name in full**  **(in block letters)** | | | **………………………** | | |  | | |
| **3.** | **Father’s name** | | | **………………………** | | |  | | |
| **4.** | **Nationality** | | | **…………………………………………..…** | | | **Religion……………..** | | |
| **5.** | **Aadhar Card No.**  **(Attach photo copy)** | | | **………………………** | | |  | | |
| **6.** | **PAN No.**  **(Attach photo copy)** | | | **………………………** | | |  | | |
| **7.** | **Date of Birth**  **Place of Birth** | | | **……………………………………………..**  **……………………….** | | | **Age……. Sex……..** | | |
| **8.** | **Marital Status** | | | **Married/Unmarried** | | | **Name of Spouse**  **if married ………………………….** | | |
| **9.** | **Present Address** | | | **……………………………………………………………………..**  **……………………………………………………………………..** | | | | | |
| **10.** | **Telephone Residence** | | | **………………………………………………** | | | **Mobile…………………….** | | |
| **11.** | **E-mail** | | | **……………………………………………..** | | |  | | |
| **12.** | **Permanent Address** | | | **…………………………………………………………………….**  **……………………………………………………………………..** | | | | | |
| **13.** | **Telephone No.** | | | **………………………….** | | |  | | |
| **14.** | **Have you ever been interviewed by or worked in any sister Institute of the Management before?**  **(a) Interviewed – Yes/No. If yes for what post & when…………..**  **(b) If worked give following details.** | | | | | | | | |
| **Period** | | | **Name of Institution** | | **Department** | **Position held** | | **Total Salary drawn** | **Reason for leaving** | |
| **From To** | | |
|  | |  |  | |  |  | |  |  | |

**15. Academic and Professional Qualifications (beginning from highest professional/Academic**

**Qualification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam** | **Year** | **Name of School/College/**  **Institute** | **Name of Board /University** | **Division and**  **Merit** | **Main subjects**  **Reason for leaving** |
|  |  |  |  |  |  |

**16. Please indicate break in studies, if any, with reasons thereof.**

**-2-**

**17 Work Experience**

**(a) Industrial/Business**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Organization** | **Designation** | | | **Dates of** | | **Main responsibilities** |
| **On Joining** | | **On leaving** | **Joining** | **Leaving** |
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**(b) Teaching**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Organization** | **Designation** | | | **Dates of** | | **Main responsibilities** |
| **On Joining** | | **On leaving** | **Joining** | **Leaving** |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |

**18. Publications, if any**

**19. Research papers published/presented (use extra sheet, if required)**

**20. Extra curricular activities**

**21. Membership of professional bodies (if any)**

**I………………………………………. (name of the applicant) do hereby declare that the above information is correct to the best of my knowledge & belief.**

***Date ………………….. Signature of the Applicant***

**Place………………….**

**FOR OFFICE USE ONLY**

**1. Suitable/Not suitable**

**2. Date of Interview, if suitable**

**(a) Result of Interview**

**(b) Designation given**

**(c) Salary offered**

**3. Date of Joining DIRECTOR**