**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**