

HARYANA COLLEGE OF EDUCATION, KINANA (JIND)

FOR NON-TEACHING STAFF

(M.Ed. / B.Ed. / D.Ed.)

01.	To, THE PRINCIPAL HARYANA COLLEGE OF EDUCATION KINANA(JIND)	<div style="border: 1px solid black; padding: 5px;"> Affix a recent passport size photograph duly attested by the candidate 4CmX5 Cm </div>																		
02.	Advertisement No.																			
03.	Name of the post applied for																			
04.	Name in full (in capital letters)																			
05.	Father's/Husband's name																			
06.	Date of Birth (DD/MM/YYYY)																			
07.	Nationality	Indian / Other National																		
08.	Sex	Male / Female																		
09.	Postal address for communication E-mail: Primary contact no. Alternate contact no.																			
10.	Permanent address:																			
11.	Religion																			
12.	Category	SC / ST / OBC / UR																		
		SC/ST/OBC candidates should attach a copy of the certificate signed by the competent authority. Please note that the benefit of reservation can only be claimed by the candidate when the post(s) has been reserved as such and the candidate has furnished the requisite certificate.																		
13.	LANGUAGE SKILLS(Tick as appropriate)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of the language</th> <th style="width: 25%;">English</th> <th style="width: 25%;">Hindi</th> <th style="width: 25%;">Any other</th> </tr> </thead> <tbody> <tr> <td>Speaking</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Writing</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reading</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Name of the language	English	Hindi	Any other	Speaking				Writing				Reading			
Name of the language	English	Hindi	Any other																	
Speaking																				
Writing																				
Reading																				
14.	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending	Yes / No																		
		If YES please give details in separate sheets.																		

against you? (Circle One)	
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15. Educational Qualifications (Attach attested copies of Certificates and Mark Sheets):

Examination Passed	Name of the Board/University	Duration of Degree/ Diploma/ Training	Year of Passing	% of Marks	Division / Class	Specialization

16. Professional and Technical Qualifications (Attach attested copies of Certificates and Mark Sheets):

Examination Passed	Name of the Board/University	Duration of Degree/ Diploma/ Training	Year of Passing	% of Marks	Division / Class	Specialization

17. Computer Skills

Application known			
Programming languages			
Computer Courses Completed	Course	University/institute	Year

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18. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sr. No.	Organization ,Location	Post held	Period of employment		Brief description of duties (in not more than 3-4 lines)	Reasons for leaving the job
			From	To		
19.	Expected Salary					
20.	NOTICE PERIOD REQUIRED FOR JOINING,IF SELECTED					

21. Professional Referees:		
1.	Name Designation Postal address Phone number E-mail id	Landline: _____ Mobile: _____
2.	Name Designation Postal address Phone number E-mail id:	Landline: _____ Mobile: _____
22.	Additional remarks such as special qualification or experience not covered in the preceding columns.	

23. Details of enclosures. If space provided is not sufficient, attach separate sheet in the format given below):

Sl. No.	Description

DECLARATION

I hereby declare that I have carefully read and understood the instructions contains in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact, like category or educational qualification, made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute; my services will be terminated forthwith.

Place:

Date:

Signature of the Applicant