



# HJD INSTITUTE - KUTCH

Managed by:

**Swa. Kanji Karshan Halai Education and Charitable Trust**

Kera - Mundra Road, Gajod At. KERA (Kutch - Gujarat - India)

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## APPLICATION FORM

(FILL IN BLOCK LETTERS ONLY)

**Position Applied for** : \_\_\_\_\_  
**Department / Specialization** : \_\_\_\_\_  
**Highest Qualification** : \_\_\_\_\_  
**Qualified Experience for the post** : \_\_\_\_\_  
**Total Experience for the post** : \_\_\_\_\_

Paste your recent  
Passport size  
self attested  
photograph here

(Do not staple)

### PART - 1 : PERSONAL INFORMATION

1. **Name** : \_\_\_\_\_  
2. **Date of Birth** : \_\_\_\_\_ 3. **Nationality** : \_\_\_\_\_  
4. **Gender (M/F)** : \_\_\_\_\_ 5. **Marital Status** : \_\_\_\_\_  
6. **Telephone No.** : \_\_\_\_\_ 7. **Mobile No.** : \_\_\_\_\_  
8. **Email ID** : \_\_\_\_\_  
9. **Do you belongs to SC/ST/SEBC/Physically Handicapped?(Attach Proof)**  Yes  No  
10. **Address**

#### Correspondence Address


#### Permanent Address


### FOR OFFICE USE ONLY

**Date of Interview** : \_\_\_\_\_  
**Department / Specialization** : \_\_\_\_\_  
**Post Selected For** : \_\_\_\_\_  
**Pay Scale** : \_\_\_\_\_  
**Date of Joining** : \_\_\_\_\_

Authorized Sign

PART – 2 : ACADEMIC ACHIEVEMENT

11. Academic Qualification (High School Examination Onward)

Examination/ Degree	Board/ University	Subject/ Specialization	Year of Passing	Division / CGPA	Marks in Percentage	Proof Encl. No.
Secondary School Exam (SSC)						
Higher Secondary School Exam (HSC) / Diploma						
B.E./ B. Tech./ BBA/ BCA/B.Com./ B.Sc./ B.A.						
ME/ M. Tech/ M. Sc./ MBA / MCA/ M.Com/ MA /M. Phil.						
Ph. D.						
Other						

12. Language Proficiency - Mark as per your proficiency on a scale 1 to 5 (1 for Poor, 5 for Excellence)

Language	Read					Write					Speak				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
English															
Hindi															
Gujarati															

13. Have you, as a student, participated during co-curricular activities/event/conferences/symposia? If so, give details :

14. Have you been ever received any scholarship/reward/honor as a student ? If so, give details thereof.

15. Has there been any break in your academic career? If so, give details

16. Have you ever been punished during your studies at college or university? If so, give details with reasons.

17. Any other information related to your academic achievement as a student.

PART – 3 : PROFESSIONAL ACHIEVEMENTS

18. Details of appointments (in chronological order) :

**(A) Teaching Appointments:**

Position Held	Organization	Basic Pay	Gross Pay	Period		Proof Encl No.
				From	To	

**(B) Industrial Field Appointments:**

Position Held	Organization	Basic Pay	Gross Pay	Period		Proof Encl No.
				From	To	

19. Other Academic Achievements :

(a) Publications ( in numbers )

- i. Papers in refereed Journals :
- ii. Papers in Conferences / Symposia :
- iii. Books :

(b) Membership/Fellowship of other institutions/professional societies/bodies:

(c) Special Certificate Training/ Soft Skill Achievement / Software Tool Literacy:

(d) Other Participation / Experience:-

- I. Participation in short term/continuing education/ specialist courses (if yes, give details) :
  
- II. Participation in Educational Program (if yes, give details) :

PART – 4 : GENERAL INFORMATION

20. Give names of two references, not related to you but, well acquainted with your academic with full address.

	Reference : 01	Reference : 02
<b>Name</b>		
<b>Organization</b>		
<b>Designation</b>		
<b>Address</b>		
<b>Contact No.</b>		
<b>email ID</b>		

21. Name and Address of your present employer:

<b>Name</b>		<b>Present Pay Scale</b>	:	_____
<b>Organization</b>		<b>Present Basic Pay</b>	:	_____
<b>Designation</b>		<b>Other Allowances</b>	:	_____
<b>Address</b>		<b>Gross Pay</b>	:	_____
<b>Contact No.</b>		<b>Date of Increment</b>	:	_____

22. Are you willing to accept the initial salary of the grade? (If no, state what is the minimum salary acceptable with justification thereof )

23. If appointed, what period would you require before joining the post?

24. Submit your medical emergency information of your past medical history, chronic illness.

25. Self Attested enclosures / certificates / testimonials. (Please Mark (√) in given box)

	<b>Leaving Certificate</b>		<b>S.S.C. Certificate</b>		<b>H.S.C. or equivalent Certificate</b>
	<b>All Semester Mark sheets (U.G.)</b>		<b>Graduate Degree/ Provisional Certificate</b>		<b>All Semester Mark sheets (P.G.)</b>
	<b>Master Degree / Provisional Certificate</b>		<b>Thesis Submission Letter</b>		<b>Other Certificates/ Cast Category Certificates</b>
	<b>Experience Letter</b>		<b>Publication/Award</b>		<b>Testimonials</b>
	<b>Photo Proof</b>		<b>Address Proof</b>		<b>PAN Card</b>

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/suppressed any material/information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Place :

Sign :

Date :

Applicant's Name :