# Sri Sri University

(Established as per UGC Private University Act 2003 and Approved by the Govt. of Odisha)

**APPLICATION FOR NON-TEACHING POSITIONS**

|  |  |
| --- | --- |
| Date:  | Application No.:  |

(For Office Use)

**HOW DID YOU COME TO KNOW ABOUT THE VACANCY?:**

AOL Family SSU Website Job Portal Advertisement

Others Please specify ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL DETAILS:**

Post Applied for:

**PERSONAL DETAILS:**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s/Spouse Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: DD/MM/YYYY Age (As on Today) \_\_\_\_\_Y\_\_\_\_\_M\_\_\_\_\_D

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: M/F Telephone No. (\_ \_ \_ \_)\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permanent Address:**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code: \_\_\_\_\_\_\_\_\_\_\_\_

**Address for correspondence:**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code: \_\_\_\_\_\_\_\_\_\_\_\_

**Educational Qualification**

1. **Academic Degree**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination**  | **Passing Year**  | **Subject**  | **Marks (%)**  | **College Name**  | **University Name**  |
| **High School / Matric**  |  |  |  |  |  |
| **Intermediate**  |  |  |  |  |  |
| **Bachelor Degree**  |  |  |  |  |  |
| **Master Degree**  |  |  |  |  |  |
| **Any Other \_\_\_\_\_\_\_\_**  |  |  |  |  |  |

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 **(B) Work Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of** **Organisation**  | **Designation**  | **Status** **(Permanent/ Temporary/** **Contractual)**  | **Salary**  | **From**  | **To**  | **Experience (in Y-M)**  |
|   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Present Employment Details**

Please indicate, whether you are currently employed: Yes/ No

(If yes give details and attach self-attested copy of the appointment letter)

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Salary (Rs per month) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status (Permanent/ Temporary/ Ad-hoc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Any other relevant information:**

|  |
| --- |
|  |

**Disclosure**

* **Have you at any time convicted by court for any criminal offence? Yes / No**

If yes, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Were you ever discharged or dismissed from any previous employment? Yes / No**

If yes, specify **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name**  | **Organisation Name**  | **Designation**  | **Organisation Address**  | **Mobile/Phone No.**  | **Email**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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**No Objection Certificate (From Present Employer)**

* *Please indicate if NOC is not available: Yes/ No*
* *Copy of the NOC needs to be submitted at the time of interview on official letter head.*

**How did you get to know about this opening?**

**Please mention the source\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration**

**I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal / disciplinary proceedings.**

**Date: Applicant’s Signature**

**Format of No Objection Certificate**

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for.

Name of Head of Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Seal of Head of Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_