

VANITA VISHRAM, SURAT.

HEAD OFFICE :

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**SURAT BRANCH :**

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Application Form

Date : _____

(THIS FORM SHOULD BE COMPLETED APPLICANT'S OWN HANDWRITING. SELF CERTIFIED COPIES OF TESTIMONIALS SHOULD BE ATTACHED. INFORMATION PROVIDED HERE SHALL BE KEPT CONFIDENTIAL)

To,
The Secretary,
Vanita Vishram,
Athwagate,
Surat.

Affix passport
size
photograph
and sign on
photograph

Sub. : Application for the post of Principal at Sheth P.T.Mahila College of Arts
and Home Science.

Respected Sir,

In response to your advertisement published in _____, dated _____.
I submit my application for the above post.

(1) General Information :

Name in full : _____
(Surname) (First Name) (Father / Husband's Name)

Address
(Present) : _____

(Phone) _____

(Permanent) : _____

(Phone) _____

E-mail : _____ Mobile No. : _____

Date of Birth : _____ Caste : _____
(DD/MM/YYYY) (S.T./ S.C./ SEBC/ OPEN)

Marital Status: _____ Blood Group : _____ Sex : Male/Female

Height : _____ cms. Weight : _____ Kgs.

(2) Information about Language Known :

Sr. No.	Languages say YES or NO in (2) (3) (4) & (5)	Reading	Writing	Speaking	Working conversational Ability
	(1)	(2)	(3)	(4)	(5)
1					
2					
3					
4					

(3) Educational Qualifications :

Sr. No.	Name of Degree	Year of Award	Subject	% of marks obtained	Class / Division awarded
1	Bachelor's				
2	Master's				
3	M.Phil				
4	Ph.D. or other Degree of Research				
5	Post Doctoral or other research work, if any				
6	Details of special field (supporting documents to be attached)				
7	Whether passed NET / SLET (Attach supporting document)				

(4) Teaching Experience :

Total Years : _____

Sr. No.	Name of the Institution	Designation	Date & No. of Years	Under Graduate	Degree Classes	Post-Graduate
1						
2						
3						
4						
5						
6						

Whether recognized as P.G. Teacher. if yes, since when

Whether actually taught P.G. Classes, if yes Y _____ M _____

(5) Research Experience :

Total _____ **Y** _____ **M** _____

Sr. No.	Name of Research Project / Work / Paper	Name of Sponsoring Institution	Topic/s of Research work	Project Period
1				
2				
3				
4				

(Please give brief details project wise for all projects completed and on hand)

(Attach separate sheets if required)

(6) Publications :

(Please give separate list of publications with details of papers or books published and papers or books accepted for publication with probable date of publication)

Total number of published papers : International _____ National _____
Books _____ Articles _____

- (7) Details of Seminars / Conferences attended and papers read, if any.
- (8) Administrative experience, if any.
- (9) Other activities, with positions held.
- (10) Period of Notice required for joining if selected : _____
- (11) Other information which the candidate desires to give :- (Attach separate sheets if required)
- _____
- _____
- _____

(12) Please provide references including one from your last employer.

1. Reference	2. Reference
Name	Name
Designation	Designation
School/College	School/College
Contact No	Contact No

Supplementary data

• **Educational Experience :**

(A) Experience of Teaching / Research in the related College / Faculty / Registered Institution of Graduate Level OR P.G. Level.

(A Lecturer who is recognized by University & who is in full time service with University Pay Scale will be considered for experience)

The part time experience as Lecturer should be shown separately.

1	Under Graduate	From	To	Total
2	Post Graduate	From	to	Total

(B) Experience as Principal OR Head of the University Department.

From	to	Total
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(C) Experience in affiliated College/Recognized Institution / University Department as :

1.	Vice-Principal	From	to	Total Year_____ Month_____
2.	Vice-Principal	From	to	Total Year_____ Month_____
3.	Chairman of the Time-table Committee	From	to	Total Year_____ Month_____
4.	Chairman of the Internal Evaluation Committee	From	to	Total Year_____ Month_____
5.	P.G. Incharge	From	to	Total Year_____ Month_____

(D) Membership acquired in Statutory Body of the University – Term / Part :	From	to	Total Year_____ Month_____
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(E) Others Reports :

- (1) Have you ever been convicted for any offense ? If yes, provide details.
- (2) Are any court cases pending against you ? provide details.

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief.

Place : _____

Date : _____

Signature of the candidate

➤ List of documents required to be attached.

- (1) Self attested mark sheets of all examinations passed.
- (2) School leaving certificate.
- (3) Experience certificate.
- (4) No Objection certificate if presently employed.
- (5) Copy of PAN Card.
- (6) Copy of Residence proof.
- (7) Others (if any)
- (8)** API Calculation Form
