



APPLICATION FORM FOR NON-TEACHING POSTS

FOR OFFICE USE ONLY

REGN.NO.

- I. Name of the post applied : Lower Division Clerk**
Category under which applied:UR/EWS/ SC /ST /OBC/PWD
- II. Corrigendum dated 01.8.2019 to the**
Employment Notification No : 51/2018 Dated:16.07.2018
- III. Fee Particulars:**

RECENT PASSPORT
 SIZE PHOTOGRAPH
 SELF ATTESTED

DD Number	Date	Amount	Name of the Bank	DD issuing Branch & Address

IV. Personal Details:

- Full name of the candidate _____
(IN CAPITAL LETTERS)
- Parent's Name (a) Father _____
(b) Mother _____
- Husband's Name (in case of married Women) _____
- Date of Birth: Day _____ Month _____ Year _____
(As recorded in Matriculation or equivalent certificate)
- Age (As on the last date receipt of application) _____ Years
- Nationality _____ Married / Unmarried
- Gender: Male/Female _____ 8. Caste: _____
- Adhar No. _____
- Community: General/EWS/SC/ST/OBC/PWD: _____

(Certificate from competent authority must be enclosed) Encl. No _____

11. If the applicant is PWD, the following relevant particulars be mentioned:

	If applicable, write 'Yes'	Percentage of disability	Encl. No. of proof enclosed
(a) Blindness or Low Vision			
(b) Hearing Impairment			
(c) Locomotor Disability or Cerebral Palsy (Includes all cases of Orthopedic Handicap)			

V. Educational Qualifications:

Exam Passed	Name of the Board / University	Month & Year passed	Class / Divn/ Merit	Marks		% of Marks	CGPA (If grading system is applicable)	Subject studied	Encl. No. of Proof enclosed
				Obtai -ned	Out of				
10 th Class or Equivalent									
Intermediate or Equivalent									
Bachelor's degree (Give name)									
Master's degree (Give name)									
Any other qualifications									
Technical Qualifications									

VI. Knowledge of Urdu: Yes / No (Encl. No. of proof enclosed : _____)

Whether you possess the knowledge of Urdu reading, writing and speaking?

If yes, please tick (√) below:

Reading	Yes	No
Writing	Yes	No
Speaking	Yes	No

VII. Languages Known:

i) Spoken _____

ii) Written _____

Details of Experience in chronological order:

Designation	Name of the Organization/ Dept./ University	Core pay & nature of appointment scale of the post	Period of Service			Nature of work/duties attached to the post	Encl. No. of proof enclosed.
			From	To	No. of years & months		

VIII. Any other details regarding experience/ awards, etc., that you wish to add:

IX. Name & Address with phone numbers of two responsible persons not related to you to whom a reference can be made about you:

1. _____

2. _____

X. State whether you have been at any time (a) dismissed, removed, terminated or debarred from Service as punitive action or (b) convicted by a Criminal Court. (Please tick YES/ NO)

XI. State how you satisfy the requirements of the advertisement in respect of qualifications and experience prescribed for the post.

XII. Candidate Name & Address:

Mailing Address (Name & Address with PIN Code)		Permanent Address (Name & Address with PIN Code)	
# E mail:			
Mobile No.			
Alternate Mobile No.			

Most of the communication will be received by the candidate by email.

XIII. Declaration:

I hereby declare that all the details given by me in this application are true to the best of my knowledge and belief. If anything is found false at any staged at the time of selection or after joining service at MANUU, my candidature/services are liable to be rejected during the selection process or terminated summarily without assigning any reason thereof.

Place : _____

Date: _____

Signature of the Applicant

XIV. Endorsement by the Employer:

(The endorsement below is to be signed and forwarded by the Head of the Department/ Employer of the Organization/ Institution in the case of in-service candidate whether in permanent or temporary capacity.

Forwarded to Maulana Azad National Urdu University, Gachibowli, Hyderabad.

The applicant Dr./Mr./Mrs./ Ms. _____

who has submitted this application for the post of _____

in the Maulana Azad National Urdu University has been working in this organization namely _____
_____ in the post of _____ in

the temporary /permanent capacity since _____ in the Pay Scale /Pay Band & GP.

Rs. _____. He/She is drawing a basic pay of
Rs. _____ His/Her next increment is due
on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Maulana Azad National Urdu University.

Signature of the forwarding officer

Name: _____

Designation: _____

SEAL

Place: _____

Date: _____

ACKNOWLEDGEMENT

Received an application from Dr./Mr./Mrs./Ms. _____
for the post of _____ in response to the
Employment Notification No.51/2018, dated 16.07.2018 with corrigendum dated 1.8.2019 along with a
D.D bearing No. _____ dated _____ for
Rs. _____
drawn on Bank _____

Date : _____

Signature of the Receiver
ER-II Section, MANUU, Hyderabad

Note: Applications by-hand shall be accepted by the ER-II Section, MANUU in all working days from 9.30 a.m. to 5.00 p.m.