

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
Gachibowli, Hyderabad – 500 032.
(Accredited "A" Grade by NAAC)



APPLICATION FORM FOR NON-TEACHING POSTS



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FOR OFFICE USE ONLY

REGN.NO.

I. Name of the post applied : _____

Applied post under category: _____

II. Employment Notification No : _____ **Date:** _____

III. Fee Particulars:

RECENT PASSPORT
SIZE PHOTOGRAPH
DULY SIGNED BY THE
APPLICANT

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

IV. Personal Details:

1. Full name of the candidate _____
(IN CAPITAL LETTERS)

2. Parent's Name (a) Father _____

(b) Mother _____

3. Husband's Name (in case of married Women) _____

4. Date of Birth: Day _____ Month _____ Year _____

(As recorded in Matriculation or equivalent certificate)

5. Age (As on the last date receipt of application) _____ Years

6. Nationality _____ Married / Unmarried

7. Gender: Male/Female

8. Community: General/SC/ST/OBC/PWD/SC & PWD/ST & PWD/OBC & PWD: _____

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

9. 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)									
M.Phil / equivalent									
Ph.D									
NET/SLET/SET									
Any other Degree/ Diploma (Give name)									
Technical Qualifications									

VI. Knowledge of Urdu:

Whether you possess the knowledge of Urdu reading, writing and speaking (please tick YES/NO) if Yes, proof must be furnished (Encl. No. of proof enclosed : _____).

VII. Languages Known:

i) Spoken _____

ii) Written _____

VIII. Details of Experience:

Designation	Scale of Pay & Salary drawn	Name of the University/ Institution	Period of Service			Nature of work/duties performed /being performed	Encl. No. of proof enclosed.
			From	To	No. of years, months & days		

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

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

1. _____

2. _____

XI.**Present Position Details:**

Present Post	Name of the University/ Institution	Basic Pay (Rs.)	Pay Scale / Pay Band & GP (Rs.)	Gross Pay/ Total Salary p.m (Rs.)	Encl. No. of proof enclosed

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

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

XIV. Candidate Name & Address:

Mailing Address (Name & Address with PIN Code)	Permanent Address (Name & Address with PIN Code)
E mail:	
Phone No. (Landline with STD code)	
Mobile No.	
Fax No.	

XV. 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 stage, my candidature may be cancelled without assigning any reason thereof.

Place : _____

Date: _____

Signature of the Applicant

XVI. 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: _____

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ACKNOWLEDGEMENT

Received an application from Dr./Mr./Mrs./Ms. _____
 for the post of _____ in response to the
 Employment Notification No.35/2015, dated 31.03.2015 along with a D.D bearing No.
 _____ dated _____ for Rs. _____
 drawn on Bank _____

Date : _____

Signature of the Receiver