



**SRI GURU NANAK DEV KHALSA COLLEGE**  
**(University of Delhi)**  
**DEV NAGAR, NEW DELHI-110 005**

To be filled by Receiving Assistant  
**Application No.** \_\_\_\_\_  
**Received on** \_\_\_\_\_

**Application Form for Non-Teaching Posts**

Affix your Passport  
sized photograph  
here

Post Applied For: \_\_\_\_\_  
Date of Advertisement \_\_\_\_\_  
Bank Draft No: \_\_\_\_\_ Issuing Bank \_\_\_\_\_ Date \_\_\_\_\_

Name (in Block Letters) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_  
Father's/Husband's Name \_\_\_\_\_  
Nationality \_\_\_\_\_ Marital Status \_\_\_\_\_ Email: \_\_\_\_\_  
Postal Address \_\_\_\_\_  
PIN: \_\_\_\_\_  
Telephone/ Mobile No(s) \_\_\_\_\_  
Category: SC / ST / OBC / Sikh Minority / PWD / OH / VH / HH / LV / General / Others \_\_\_\_\_

**IMPORTANT INSTRUCTIONS**

1. Candidates are advised to read the Advertisement Carefully before filling the Application Form.
2. A Separate Application Form is to be submitted for each post
3. Incomplete Application Form will be summarily rejected.
4. Candidates are required to attach photocopies in support of their educational qualifications and experience, if any.
5. Candidates are advised to preserve Acknowledgement Receipt of this form

P.T.O

**Acknowledgement Slip of Application Form for Non-Teaching Posts**

Received Application Form from \_\_\_\_\_  
For the post of \_\_\_\_\_ on \_\_\_\_\_  
Application No: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Receiving Assistant

**Educational Qualifications: (Start from Senior Secondary onwards)**

Examination Passed	Year of Passing	School/Board/College/University	% of Marks & Division	Subjects Offered

**Your Familiarity with Computers and IT Systems: (Mark one or more as appropriate)**

Never used     
  Basic use like email/net surfing etc.     
  Word Processors /Spreadsheets  
 Proficiency in \_\_\_\_\_

**Your Typing and Shorthand Skills (mention speed if yes):**

	English	Hindi
Shorthand		
Typing		

**Your Experience Details: (attach a separate sheet if space is insufficient)**

Organization in which worked/Working	Nature of Employment along-with Designation	Period		Length of Experience in Years	Salary Drawn
		From	To		

Any Other Information that you may like to furnish: \_\_\_\_\_

**I declare that the statements made in this Application Form are true to the best of my knowledge and belief.**

Date: \_\_\_\_\_

Signature of the Applicant

