

# **MATA SUNDRI COLLEGE FOR WOMEN**

University of Delhi, Mata Sundri Lane, New Delhi – 110002

Website: mscw.ac.in Phone: 011-35386172

# APPLICATION FORM FOR NON-TEACHING POSTS

## Application for the Post of \_\_\_\_\_

Bank Draft No. / Date

**Name of Bank (on which DD drawn)**

Paste Passport  
Size Photograph  
(Self Attested)

1. Name of the Applicant: Mr/Ms/Mrs.....  
(in Block Letters)

2. Father's Name:

3. Date of Birth: \_\_\_\_\_ i)

i) 

ii) Age:.....Years:.....Month: .....Day:..... as on: Last Date of Submission of application

4. a) Whether belongs to any reserved category ..... (Yes/No)

If yes, name of the category

(PwBD(VI/LD/HH).....

b) Whether applying under any reserved category as per advertisement. If yes, name of the category

..... (Yes/No)

## 5. (a) Local Address

.....

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email ID:

(b) Permanent Address

.....

Phone: **Mobile:**

Email ID:

## 6. Gender (Male/Female)

7. Nationality .....

8. Marital Status .....

(Married/Unmarried)

9. Educational Qualifications

Exam Passed / Degree Obtained	Board / University	Institution	Passing year	% marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board / University	Institution	Passing year	% marks and Division

11. Work Experience:

Name of the Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English .....(Yes/ No) Hindi.....(Yes/No)

If yes, state speed : English .....(w.p.m) Hindi.....(w.p.m)

(b) Do you know shorthand : English .....(Yes/ No) Hindi.....(Yes/No)

If yes, state speed : English .....(w.p.m) Hindi.....(w.p.m)

13. Do you have computer proficiency: ..... (Yes/No)

If yes, state which of the following you know and work with confidence (✓) MS Word  E-Mail   
MS Excel  Browsing &   
MS Powerpoint  Searching

14. Any other information .....

.....  
.....

15. Details of Extra Curricular Interest, if any:

.....  
.....  
.....  
.....  
.....

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place.....

(Signature of Applicant)

Date:.....

ENDORSEMENT FROM EMPLOYER  
(for applicant in employment)

The facts stated in the application have been verified and found correct. This organisation / department has no objection to his / her apply for the post referred in the application.

Date: .....

.....  
Signature of  
The Head of the organisation  
(with seal)

(P.T.O.)

## GENERAL INSTRUCTION

1. Applicants should fill particulars in his /her own hand writing neatly and clearly
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to / applying under any reserved category PwBD/(VI/LD/HH) must attach self attested photocopy of category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelop containing application form should be superscribed as:  
"Application for the post of ....."  
Name of the post
7. Application should be addressed to:  
**The Principal**  
**Mata Sundri College For Women**  
**Mata Sundri Lane**  
**New Delhi-110002**
8. Application can be submitted by way of speed post/ courier/general dak before the last date for submitting applications i.e 31.10.2023. No application will be received in the college by hand. The college shall not be responsible for any delay / loss due to postal or technical reason.
9. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post / courier will be rejected.
10. No TA/DA will be paid for attending the prescribed tests and interview.