



Maharaja Surajmal Brij University

Chak Sakitara, Kumaher, Bharatpur - 321201

Email- info@msbrijuniversity.ac.in Website – www.msbrijuniversity.ac.in

APPLICATION FORM FOR NON-TEACHING POST (ON CONTRACT BASIS)

Eligible / Not Eligible: - Remarks:-	Space for Office Use
	Signature

Date of receipt of Application form:	
Form No.:	

(Information below to be filled by applicant)

Applying for Non-Teaching Post: (Name of Post)

PERSONAL INFORMATION

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Name (In Block letters) :</p> <p>2. Father's Name :</p> <p>3. Mother's Name :</p> <p>4. Date of Birth : { Attach Proof }</p> <p>5. Age : Years Months Days (as on Sept. 10, 2023)</p> <p>6. Nationality :</p> <p>7. Sex (Male/Female) :</p> <p>8. Marital Status :</p> <p>10. No. of Children :</p> <p>12. Religion:</p> | <div style="border: 1px solid black; padding: 10px; width: 100%;"> <p>Recent self
attested
Photograph</p> </div> <p>9. Name of Spouse (if married) :</p> <p>11. Domicile of:</p> <p>13. Aadhar/UID No.:</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

14. Addresses:

Address for communication	Permanent Address
Pin Code:	Pin Code:
Mobile No. : (must)	Mobile No.(must):
E-mail ID (must) :	E-mail ID (must) :

15. Do you belong to Person with Disabilities?

(If yes, then attach a certificate from the Competent Authority)

YES / NO : -

{ Attach Proof }

16. Have you ever been punished/ convicted by a Court of Law? If so, give details. Is there any proceeding pending against you?

.....

**ACADEMIC AND PROFESSIONAL
INFORMATION**

17. Academic Achievements:

(a) Educational Qualifications:

Examination /Degree	Board/University/ Organization	Subjects/ Specialization	Year of Passing	Division/Marks/ FGPA/CGPA/ Percentage
Secondary				
Sr. Secondary				
Bachelor's degree:				
Master's degree				
RSCIT Course Certificate/Equivalent (Wherever applicable)				
Any other				

(b) Proficiency in Computer Work: -

1. Typing

- Hindi (Kruti Dev or Devlys) Speedwords/minute
- English Speed words/minute

- 2.** Proficiency in MS Excel
- 3.** Proficiency in MS Word
- 4.** Slide Preparation
- 5.** PPT Presentation
- 6.** Any Other

18. Experience -

(a) Administrative/Technical/Managerial/Accounts experience for applied post :-

Post/s held	Organization	Last Pay	Period		Nature of work
			From	To	
Total number ofyearsmonthsdays of experience					

(b) Do you possess knowledge of Rajasthan State Service Rules, General Finance & Accounts Rules :

(c) Specialization -

Expertise in any other field :

Can you handle other office and administrative work effectively? give details : -

(d) Communication, writing and drafting skills: -

.....

.....

.....

19. Give name, designation and address of at least two references, not related to you, but well acquainted with your academic performance and conduct:

1. Name and designation : -	2. Name and designation : -
Address :	Address :
Pin Code:	Pin Code:
Mobile No. (must) :	Mobile No. (must) :
Email ID (must) :	Email ID (must) :

20. In how many days you can join? Give date: -

21. Any other relevant information: -

DECLARATION

I,, hereby certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time it is found that any information is false concealed/ distorted, my appointment shall be liable to summarily termination without any notice/ compensation & criminal case may be initiated against me under the relevant provision of Indian Panel Code and other laws as applicable.

Further, I have gone through the detailed notification, general note and conditions mentioned in the advertisement and website i.e. www.msbrjuniversity.ac.in before filling the application.

Place:

Signature of Candidate

Date:

IMPORTANT NOTE

1. Application Form may be downloaded from University Website. Filled Application along with all relevant documents (Self-Attested) in a sealed envelope must be sent/ deposited to “The Registrar, Maharaja Surajmal Brij University, Chak Sakitara, Kumher - 321201, Bharatpur by 04:00 PM, 15 September 2023.
2. All the posts are of temporary nature under SFS Board and are not permanent. These are to be governed under the contract. The applicant will have no right to claim continuity or extension in future.
3. Application fee i.e. Rs. 500/- has to be paid by depositing Demand Draft in favor of “Registrar, Maharaja Surajmal Brij University, Bharatpur”. The DD has to be attached with application form and must be submitted in due course of time.

INSTRUCTIONS FOR FILLING OF APPLICATION FORM

1. The application form must be submitted maintaining the margins which are required for official use.
2. No point should be omitted. If a point is not applicable to a candidate, ‘Not applicable’ may be written against it.
3. If the space provided in any columns is found insufficient, information may be supplied on a separate sheet indicating the enclosure number at the suitable place.
4. Every page of the application form must be signed by the candidate at the bottom of the page in the space provided.
5. The candidate will have to produce the original copies of all certificates and documents attached at the time of interview for verification.