



# HJD INSTITUTE -KUTCH

Managed by :

**Swa. Kanji Karshan Halai Education and Charitable Trust**

Kera - Mundra Road, Gajod At. KERA (Kutch - Gujarat - India)

**Phone :** (02832) 281085/87

**Fax :** (02832) 281004

**Web :** [www.hjdinstitute.org](http://www.hjdinstitute.org)

**E-mail :** [hjdinstitute@gmail.com](mailto:hjdinstitute@gmail.com)

## APPLICATION FORM

(FILL IN BLOCK LETTERS ONLY)

Position Applied for : \_\_\_\_\_  
Department / Specialization : \_\_\_\_\_  
Highest Qualification : \_\_\_\_\_  
Qualified Experience for the post : \_\_\_\_\_  
Total Experience for the post : \_\_\_\_\_

Paste your recent  
Passport size  
self attested  
photograph here  
  
(Do not staple)

### PART – 1 : PERSONAL INFORMATION

1. Name : \_\_\_\_\_  
2. Date of Birth : \_\_\_\_\_ 3. Nationality : \_\_\_\_\_  
4. Gender (M/F) : \_\_\_\_\_ 5. Marital Status : \_\_\_\_\_  
6. Telephone No. : \_\_\_\_\_ 7. Mobile No. : \_\_\_\_\_  
8. Email ID : \_\_\_\_\_  
9. Do you belongs to SC/ST/SEBC/Physically Handicapped (Attach Proof) ?  Yes  No  
10. Address

Correspondence Address


Permanent Address


### FOR OFFICE USE ONLY

Date of Interview : \_\_\_\_\_  
Department / Specialization : \_\_\_\_\_  
Post Selected For : \_\_\_\_\_  
Pay Scale : \_\_\_\_\_  
Date of Joining : \_\_\_\_\_

Authorized Sign

**PART – 2 : ACADEMIC ACHIEVEMENT**

11. Academic Qualification (High School Examination Onward)

Examination/ Degree	Board/ University	Subject/ Specialization	Year of Passing	Division / CGPA	Marks in Percentage	Proof Encl. No.
Secondary School Exam (SSC)						
Higher Secondary School Exam (HSC) / Diploma						
B.E./ B. Tech./ BBA/ BCA/B.Com./ B.Sc./ BA						
ME/ M. Tech/ M. Sc./ MBA / MCA/ M.Com/ MA /M. Phil.						
Ph. D.						
Other						

12. Language Proficiency (Mark as per your proficiency. for Excellent – 5 to for poor – 1)

Language	Read					Write					Speak				
English	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Hindi	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Gujarati	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

13. Have you, as a student, participated during co-curricular activities/event/conferences/symposia? If so, give details :

14. Have you been ever received any scholarship/reward/honor as a student ? If so, give details thereof.

15. Has there been any break in your academic career? If so, give details

16. Have you ever been punished during your studies at college or university ? If so, give details with reasons.

17. Any other information related to your academic achievement as a student.

**PART – 3 : PROFESSIONAL ACHIEVEMENTS**

18. Details of appointments (in chronological order) :

(A) Teaching Appointments :

Position Held	Organization	Basic Pay	Gross Pay	Period		Proof Encl No.
				From	To	

(B) Industrial Field Appointments :

Position Held	Organization	Basic Pay	Gross Pay	Period		Proof Encl No.
				From	To	

19. Other Academic Achievements :

(a) Publications ( in numbers )

- i. Papers in referred Journals :
- ii. Papers in Conferences / Symposia :
- iii. Books :

(b) Membership/Fellowship of other institutions/professional societies/bodies :

(c) Special Certificate Training/ Soft Skill Achievement / Software Tool Literacy :

(d) Other Participation / Experience :-

I. Participation in short term/continuing education/ specialist courses (if yes, give details) :

II. Participation in Educational Program (if yes, give details) :

**PART – 4 : GENERAL INFORMATION**

20. Give names of two references, not related to you but, well acquainted with your academic with full address.

	Reference : 01	Reference : 02
<b>Name</b>		
<b>Organization</b>		
<b>Designation</b>		
<b>Address</b>		
<b>Contact No.</b>		
<b>email ID</b>		

<b>Name</b>		<b>Present Pay Scale</b> : _____
<b>Organization</b>		<b>Present Basic Pay</b> : _____
<b>Designation</b>		<b>Other Allowances</b> : _____
<b>Address</b>		<b>Gross Pay</b> : _____
<b>Contact No.</b>		<b>Date of Increment</b> : _____

21. Name and Address of your present employer :
22. Are you willing to accept the initial salary of the grade? (If no, state what is the minimum salary acceptable with justification thereof )
23. If appointed, what period would you require before joining the post?
24. Submit your medical emergency information of your past medical history, chronic illness.
25. Self Attested enclosures / certificates / testimonials. (Please Mark (v) in given box)

<b>Leaving Certificate</b>	<b>S.S.C. Certificate</b>	<b>H.S.C. or equivalent Certificate</b>
<b>Graduate all Semester Mark sheet</b>	<b>Graduate Degree/ Provisional Certificate</b>	<b>Masters all Semester Mark sheet</b>
<b>Master Degree / Provisional Certificate</b>	<b>Thesis Submission Letter</b>	<b>Other Certificates/ Cast Category Certificates</b>
<b>Experience Letter</b>	<b>Publication/Award</b>	<b>Testimonials</b>
<b>Photo Proof</b>	<b>Address Proof</b>	<b>PAN Card</b>

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I, hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/suppressed any material/information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Place : \_\_\_\_\_ Sign : \_\_\_\_\_

Date : \_\_\_\_\_ Applicant's Name : \_\_\_\_\_