



HJD INSTITUTE

Managed by :

Swa. Kanji Karshan Halai Education and Charitable Trust

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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

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Permanent Address

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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. | | | | | | |
| B. Ed. M.Ed. Ph. D. | | | | | | |
| Other | | | | | | |

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

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

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 |
|---------------------|----------------|----------------|
| Name | | |
| Organization | | |
| Designation | | |
| Address | | |
| Contact No. | | |
| email ID | | |

| | | | | |
|---------------------|--|--------------------------|---|--|
| Name | | Present Pay Scale | : | |
| Organization | | Present Basic Pay | : | |
| Designation | | Other Allowances | : | |
| Address | | Gross Pay | : | |
| Contact No. | | Date of Increment | : | |

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 (√) in given box)

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

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 :