

**PART-A**  
**APPLICATION PRO-FORMA FOR ADMINISTRATIVE POST**  
*(Please read carefully the general conditions /instructions given below before filling in the below)*



**RABINDRANATH TAGORE UNIVERSITY**  
**HOJAI-782435 :: ASSAM**

Name of the post applied for (in block letters).....

To  
The Registrar  
Rabindranath Tagore University  
Hojai-782435  
Assam, India

Sir,

With reference to your Advertisement No.....dt.....for the above post, for which last date for submission of applications is ....., I present myself as an applicant for the same.

Yours faithfully

(Full signature of the Applicant)



9. (a) Do you belong to Scheduled Caste/Scheduled Tribe/ Other Backward Classes/Persons with Disability/Ex-Serviceman?

SC	ST	OBC	PWD	Ex-Serviceman

(b) If none, write NONE in the box:

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(c) If you belong to PWD (Person with Disability), then state the nature of disability as OH (Orthopedically Handicapped), VH (Visually Handicapped) or HH (Hearing Handicapped) or MD (Multiple Disability):

OH	VH	HH	MD

10. Religion:

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I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Date:.....

Place:.....

**Signature of the Candidate**

**Name in full: .....**

**(Applicants must also fill in the PART-B of the Application Form)**

## PART –B

1. Give particulars of all examinations passed, all degrees and technical qualifications obtained at a University or higher technical institutions of learning, commencing with High School Leaving (10<sup>th</sup> standard)/ Matriculation examination. Please attach photocopies of certificates and mark sheets.

<b>Sl. No.</b>	<b>School/College/Institute</b>	<b>Name of the Board/University</b>	<b>Exam passed</b>	<b>Class/ position</b>	<b>Subject (mention field of specialization/major, if any)</b>	<b>% of Marks obtained</b>	<b>Date of passing</b>

2. Particulars of GATE, UGC/CSIR NET/SET/Ph.D. (under new regulations of UGC) clearance.

Name of the Test	Year	Roll No.	Percentage Score (in case of GATE)	Subject

3. Details of employment, if any (give here particulars of your past and present employment in chronological order starting with present employment):

Sl. No.	Organization/Institution	Position held	Nature of duties/work	Date of joining	Date of leaving	Length of service	Pay scale	Additional remarks about experience, if any

\* Specify if the position is (i) Pre-Ph.D. (ii) Post-Ph.D. (iii) Concurrently in Ph.D.

4. (a) Teaching experience: (in years)

Please give a list of course taught on a separate sheet with course titles, level (UG/PG) and number of times taught.

(b) Research specialization:

On a separate sheet, please describe briefly you Research work / Ph.D. work. Also detail the areas of interest with work done in each case (if any).

(c) Laboratory experience : (in years)

If applicable, please describe below in brief, experience in

:

- (i) Setting up teaching and research laboratories
- (ii) Conducting laboratory courses
- (iii) Using different types of instruments, systems, Computers etc.



6. Details of enclosure sent with the application form

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.
- xi.
- xii.
- xiii.
- xiv.
- xv.
- xvi.

**PART-C**

**1. Forwarding note of the Employer:**

Certified that .....has been an employee of.....(Name of the Organization) since .....(date) and at present working as .....Information given by the employee is correct to best of my knowledge.

This organization has no objection to his /her candidature for the position of ..... at Rabindranath Tagore University.

**Memo No.**

**Date:**

**Place:**

**Signature:**

**Designation:**

**Name of the organization**