



MCKV INSTITUTE OF ENGINEERING

A NAAC Accredited "A" Grade Autonomous Institute under UGC Act 1956
Approved by AICTE & affiliated to Maulana Abul Kalam Azad University of Technology, W.B.
243 G.T. Road (N), Liluah, Howrah- 711204, West Bengal, India

Application form for the Recruitment in Non-Teaching posts

Advertisement No.

Date:

Post Applied for:	Paste a recent passport-size photograph	
Department/ Discipline:		
<i>For Office Use</i>		
(i) Serial No : (ii) Date of Receipt: (iii) Signature of the Scrutiny Committee: (iv) Date of scrutiny:		

1.	Name in Full (In Block Letters)							
2.	Date of Birth (dd/mm/year)	Gender	Age	Marital Status (Married/Unmarried)	Religion	Nationality		
3.	Present Employment with Salary Details							
	Institute/Organization	Designation	Nature of Work	Pay Band	Grade Pay	Total Salary (Per month) in Rs.		
4.	Address for Correspondence							
	Mobile Number							
	Email id							
	PAN card no.							
5.	Permanent Address							
6.	Educational Qualifications (Please add more rows if needed)							
	Sl. No.	Degree Obtained	Discipline	Name of the School/College/ Institute	Name of Board/ University	Year of Passing	% of Marks/ CGPA	Class/ Division
	(i)	M.Tech/MS/M.Sc./ MA/MBA/MCA						
	(ii)	BA/B.Sc./B. Tech.						
	(iii)	XII Class						
	(iv)	X Class						
	(v)	Other, if any						
	Qualified for (mention year) if any :		NET	SLET/SET	GATE	None		

9.	Languages known: Please write (Yes/No)			Speak	Read	Write	
			English				
			Hindi				
			Bengali				
10.	Particulars of experience in reverse chronological order (starting from present employment)						
	Industry/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale
Total experience (in Years):							
11.	Number of Awards/ Honours/Prizes/Medals:						
	Received (include the name of the award/ honours/ prizes/ medals, year, offered by)						
12.	Membership/Fellowship in Professional Bodies, if any (Add more rows if needed)						
	Name of the Professional Body			Membership status (Life/ Annual)			
13.	Mention notice period needed for joining if offered a post						
14.	Name two referees with complete contact details including Affiliation, Address, Ph no., & email ID.						
15.	Any other relevant information (Additional sheets may be attached if required)						
16.	List of Enclosures:						
	ANNEXURE I - Age proof						
	ANNEXURE II - Proof of the last salary drawn						
	ANNEXURE III- Certificates and mark sheets (from class X to highest qualification)						
	ANNEXURE IV- Documents related to work experiences						
	ANNEXURE V- All other testimonials						
<p style="text-align: center;">DECLARATION</p> <p>I hereby, solemnly declare that the information furnished in this application are true and correct 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.</p> <p>Place:</p> <p>Date:</p> <p style="text-align: right;">Signature of the Applicant</p>							