



**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/ Laboratory Instructor**  
**Advertisement No. \_\_\_\_\_ Date: \_\_\_\_\_**

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

1.	<b>Name in Full (In Block Letters)</b>			<b>Date of Birth (dd/mm/year)</b>	<b>Gender</b>	<b>Age</b>		
2.	<b>Religion</b>	<b>Nationality</b>	<b>Marital Status</b>	<b>Blood Group</b>	<b>No. of children (if any)</b>	<b>Any history of major illness or Physical disability</b>		
3.	<b>Do any of your relative is/was a student /employee of MCKV Group ? (Yes/No) If yes, provide details</b>							
4.	<b>Father's /Husband's Name</b>			<b>Occupation</b>				
5.	<b>Mother's / Wife's Name</b>			<b>Occupation</b>				
6.	<b>Present Employment with Salary Details</b>							
	<b>Institute/Organization</b>	<b>Designation</b>	<b>Nature of Work</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Total Salary (Per month) in Rs.</b>		
7.	<b>Address for Correspondence</b>							
	<b>Mobile Number</b>							
	<b>PAN card/ Aadhar No.:</b>			<b>Email id. :</b>				
8.	<b>Permanent Address</b>							
9.	<b>Educational Qualifications (Please add more rows if needed)</b>							
	<b>Sl. No.</b>	<b>Degree Obtained</b>	<b>Discipline</b>	<b>Name of the School/College / Institute</b>	<b>Name of Board/ University</b>	<b>Year of Passing</b>	<b>% of Marks/ CGPA</b>	<b>Class/ Division</b>
	(i)	M.Tech/MS/M.Sc./ MA/MBA/MCA						
	(ii)	BA/B.Sc./B. Tech.						
	(iii)	XII Class						
	(iv)	X Class						
	(v)	Diploma/Other, if any						
	<b>Qualified for (mention year) if any :</b>		<b>NET</b>	<b>SLET/SET</b>	<b>GATE</b>	<b>None</b>		

10.	<b>Particulars of experience in reverse chronological order (starting from present employment)</b>						
	Industry/Organization	Start Date	End Date	Duration	Designation	Nature of work	Pay Scale
	<b>Total experience (in Years):</b>						
11.	<b>Any other details relevant to the post applied (Additional sheets may be attached if required):</b>						
12.	<b>Mention notice period needed for joining if offered a post :</b>						
13.	<b>Name two referees with complete contact details including Affiliation, Address, Ph no., &amp; email ID.</b>						
14.	<b>Extra-curricular activities :</b>						
15.	<b>Lnguages known :</b>						
	<b>Speak, Read &amp; Write</b>	<b>Spaek &amp; Read</b>	<b>Read &amp; Write</b>	<b>Read only</b>	<b>Speak only</b>		
16.	<b>Other data</b>						
	A)	Why do you desire a change from your present position ?					
	B)	How much minimum gross Salary is acceptable to you if selected ?					
17.	<b>If you have been involved in any court proceedings, give particulars:</b>						
18.	<b>List of Enclosures:</b>						
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							
<b>DECLARATION</b>							
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.							
Place:							
Date:						<b>Signature of the Applicant</b>	