



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:

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)		Date of Birth (dd/mm/year)		Gender	Age		
2.	Religion	Nationality	Marital Status	Blood Group	No. of children (if any)	Any history of major illness or Physical disability		
3.	Do any of your relative is/was a student /employee of MCKV Group ? (Yes/No) If yes, provide details							
4.	Father's /Husband's Name							
	Father's /Husband's Occupation							
5.	Mother's / Wife's Name							
	Mother's / Wife's Occupation							
6.	Present Employment with Salary Details							
	Institute/Organization	Designation	Nature of Work	Pay Band	Grade Pay	Total Salary (Per month) in Rs.		
7.	Address for Correspondence							
	Mobile Number							
	PAN card/ Aadhar No.:		Email id. :					
8.	Permanent Address							
9.	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)	Diploma/Other, if any						
	Qualified for (mention year) if any :		NET	SLET/SET	GATE	None		

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.	Any other details relevant to the post applied (Additional sheets may be attached if required):						
12.	Mention notice period needed for joining if offered a post :						
13.	Name two referees with complete contact details including Affiliation, Address, Ph no., & email ID.						
14.	Extra-curricular activities :						
15.	Languages known :						
	Speak, Read & Write	Speak & Read	Read & Write	Read only	Speak only		
16.	Other data						
	A)	Why do you desire a change from your present position?					
	B)	How much minimum gross Salary is acceptable to you if selected?					
17.	If you have been involved in any court proceedings, give particulars:						
18.	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							
DECLARATION							
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:				Signature of the Applicant			