



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004
(Ranchi University)

Application Form for Non-teaching Posts (Grade IV)

Date: _____	Application No.: _____
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Application Fee: _____

Please do not write anything above this line

Draft No.: _____
Amount: _____

For detailed information please visit College website www.ysei.edu.in



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(Ranchi University)

General Details

Post Applied For: _____

Paste here the
recent passport
size photo

Personal Details

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Age (as on 01 September 2021): Y _____ M _____ D _____

Parents' Name (Father & Mother): _____, _____

Marital Status: _____ (Y/N) Spouse Name: _____

Details of Children, if any: _____

Category (Gen/SC/ST/PWD (OH/VH)): _____

Nationality: _____ Gender: _____ Telephone No.: _____

Mobile No.: _____ Email: _____

Postal Address

Permanent Address

Educational Qualifications (Secondary onwards):

Exam Passed/ Degree Obtained	Board / University	Institution	Passing Year	% Marks and Division

Professional/Technical Qualifications (optional):

Exam Passed/Degree Obtained	Board/University	Institution	Passing Year	Division

Work Experience:

Name of the Organization	Designation	Working Period		Salary/Pay Scale
		From	To	

Computer Skills e.g. word Processing, spreadsheet, databases or any other specific software with familiarity level of Basic/Intermediate/Advance **(optional)**:

Computer Usage	Skills	Specialized Packages/ Software	Familiarity (Basic/Intermediate/Advance)
MS-Office Package (MS-Word, Excel, Power point)			
Internet Browsing and Data Searching			
Any Other			

1. (A) Do you know keyboard typing **(optional)**: English ____ (Yes/No) Hindi _____ (Yes/No)
 (B) Do you know shorthand **(optional)**: English ____ (Yes/No) Hindi _____ (Yes/No)
2. **Details of Interests and Hobbies, if any:**

3. **Any other information:**

Two referees concerned with your work (they may be past employers)

Full Name	Institutional Affiliation	Designation	Institutional Address	Mobile/Phone No.	Email

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution/ Board or University? Yes/No

If yes, specify _____

Have you at any time been convicted by court/presently under trial/any other Court proceedings for any criminal offence? Yes/No

If yes, specify _____

Were you ever discharged or dismissed from any previous employment? Yes/No

If yes specify _____

Declaration

I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal/disciplinary proceedings.

I shall produce all the original testimonials/documents/certificate/Photo-IDs at the time of interview.

I shall produce the No Objection Certificate before/at the time of interview as given on the next page.

Date:

Applicant's signature

No Objection Certificate from present employer

Please indicate if NOC is not available: Yes/No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for. No departmental disciplinary proceedings are pending or contemplated against him/her.

Name of Head of Institution _____

Designation _____ Signature & Seal of Head of Institution _____

Address _____ Place _____ Date _____