



SRI GURU TEGH BAHADUR KHALSA COLLEGE

University of Delhi, Delhi – 110 007

Application Form for Non-Teaching Posts

Affix your Passport sized photograph here

To be filled by Receiving Assistant
Application No. _____
Received on _____

Post Applied For: _____

Date of Advertisement _____

Bank Draft No: _____ Issuing Bank _____ Date _____

Name (in Block Letters) _____

Date of Birth _____ Gender _____

Father's/Husband's Name _____

Nationality _____ Marital Status _____ Email: _____

Postal Address _____

_____ PIN: _____

Telephone/ Mobile No(s) _____

Category: SC / ST / OBC / Sikh Minority / PWD / OH / VH / HH / LV / General / Others _____

IMPORTANT INSTRUCTIONS

1. Candidates are advised to read the Advertisement Carefully before filling the Application Form.
2. A Separate Application Form is to be submitted for each post
3. Incomplete Application Form will be summarily rejected.
4. Candidates are required to attach photocopies in support of their educational qualifications and experience, if any.
5. Candidates are advised to preserve Acknowledgement Receipt of this form

P.T.O



Sri Guru Tegh Bahadur Khalsa College, University of Delhi, Delhi 110007 Acknowledgement Slip of Application Form for Non-Teaching Posts

Received Application Form from _____

For the post of _____ on _____

Application No: _____

Date: _____

Signature of the Receiving Assistant

Educational Qualifications: (Start from Senior Secondary onwards)

Examination Passed	Year of Passing	School/Board/College/University	% of Marks & Division	Subjects Offered

Your Familiarity with Computers and IT Systems: (Mark one or more as appropriate)

Never used Basic use like email/net surfing etc. Word Processors /Spreadsheets
 Proficiency in _____

Your Typing and Shorthand Skills (mention speed if yes):

	English	Hindi
Shorthand		
Typing		

Your Experience Details: (attach a separate sheet if space is insufficient)

Organization in which worked/Working	Nature of Employment along-with Designation	Period		Length of Experience in Years	Salary Drawn
		From	To		

Any Other Information that you may like to furnish: _____

I declare that the statements made in this Application Form are true to the best of my knowledge and belief.

Date: _____

Signature of the Applicant

