



MADHYANCHAL
PROFESSIONAL UNIVERSITY

Ratibad, Bhopal, M.P., 462044
e-mail: hr@mpu.ac.in

	Madhyanchal Professional University Bhopal – 462044 :: Madhyapradesh ☎ : 0755-2896691	Submit separate form if applied for multiple posts
	APPLICATION PRO-FORMA FOR NON-ACADEMIC POSITIONS	

Duly filled applications to be submitted through e-mail along with all necessary enclosures in a single pdf file with page numbers of enclosures mentioned on the application performa.

To be returned to: hr@mpu.ac.in
The Registrar
Madhyanchal Professional University
Ratibad,
Bhopal – 462004, Madhyapradesh.

Name of the Post Applied:	(For Office Use)	
	File No.	
	Date	
A. Name in Full (In block letters) Mr./Mrs./Ms		
Father/Husband Name: _____		Affix recent passport size photograph
Mother Name: _____		
Date of Birth: _____	Place of Birth: _____	
E-mail Address: _____	Mobile/ Phone Number: _____	
Nationality: _____	Marital Status: _____	
Member of Scheduled Caste/Tribe/Backward Class/ Physically Handicapped: (If Yes, Please Attach certificate from Tehsildar /Magistrate I Class of the area).		
B. Addresses for Communication:		
Permanent address:		

C. Minimum Pay acceptable: _____ Joining time needed, If selected _____

D. Educational Qualification: (Please attach one set of attested copies alongwith original application only)

Examination	Univ/Board	Main Subjects	Year of Passing	Marks Obtained (with max marks)	%age of Marks	Class/Divn/ Grade (attach Marks/ Grade sheet)	Merit/Prizes Medals won if any.
1. High School/ Metric							
2. Higher Secondary/ 10+2							
3. Graduation							
4. Post Graduation.							
5. M. Phil							
6. Ph. D.							
7. Any other Exam. (please specify)							

E. Professional Training:

S. No.	Organization	Period		Details of Training
		From	To	

F. Employment Experience (details in chronological order, starting with first job)

Name & Address Employer/Institution	Date of		Designation	Nature of Job	Pay Scale (Basic + Grade Pay)	Reason For Leaving
	Joining	Leaving				

G. If retired, last pay drawn with pay scale :

H.	Proficiency in	Typing	Shorthand
Computing (give evidence) :			

I. National/International Awards / Fellowships

J. Paragraph of self-evaluation regarding different fields of activity relating to the job:

K. Additional Information: (No annexure need be enclosed)

L. Whether willing to join as Temporary/Contract/Guest Faculty if not selected on regular basis Yes / No

M. List of Enclosures:

1. _____ 2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. Draft No. _____ Dt. _____ Amount _____

N. Declaration: I solemnly declare that:

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Madhyanchal Professional University, Bhopal
- ii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organization service
- iii) If selected I will abide by the rules and regulations of the DAV University and work with full dedication and professional ethics.
- iv) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Date

Name of Applicant

Signature of Applicant