



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)
Jagannathpur, Dhurwa, Ranchi - 834004
(Ranchi University)

Application Form for the Post of DTP Operator-cum-Graphic Designer

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.ysmranchi.net



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General Details

Post Applied For: DTP Operator-Cum-Graphic Designer

Paste here the
recent passport
size photo

Personal Details

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

Parent's/Spouse Name _____ Date of Birth _____

Age (As on 1 January 2018) Y ___ M ___ D ___ Category (Gen/SC/ST/PWD (OH/VH)): _____

Nationality _____ Gender _____ Telephone No. _____

Mobile No. _____ Email _____

Postal Address

Permanent Address

(Please add additional sheets if required, for teaching/research section in the format as in this form)

Educational Qualifications

Examination	Year	Main Subject/s	Marks (%)	College Attended	University
Bachelor Degree					
Masters Degree					
Any other (degree/diploma)					

- Please mention your specific degree in case of integrated course/programme.

Full-time Experience

Each period of experience claimed must be supported by an Experience Certificate issued by the employer. (Start with the current designation / University / College / Institution)

Name of University /College/Institution	Designation (with pay scale)	Status (Permanent/ Temporary/ Ad-hoc)	Scale of pay (with PB & GP/AGP)	Name of assignment	From	To	Experience [in years & month(s)]

Details of participation and presentation in Seminars/Conferences

Conference/Seminar	Sponsoring Organization /Institution	National/International	Year	Details

Provide details of effectiveness of services rendered by you. Please provide evidence, attach in support of your claim. (Please attach separate sheet, if necessary).

Present Employment Details

Please indicate, whether you are currently employed: Yes/No (if yes give details and attach self-attested copy of the appointment letter)

Organization Name _____ Position Held _____

Date of Appointment _____ Status (Permanent/ Temporary/ Ad-hoc) _____

Academic Profile

Training Courses (Refresher courses, Workshop, Training, Soft Skills development Programmes, Faculty Development Programmes):

Name of Course/ Programme attended	Institution	duration

Miscellaneous Information (Please use extra sheets, if necessary)

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

ICT Usage	Skills	Specialized Packages/ Softwares	Familiarity

What is your understanding of the aims and ideals of Yogoda Satsanga Society of India? How do you plan to implement the same in the College, if selected?

Mention your most significant contribution in the company/institution/s you have worked with.

Mention your proposed roadmap/vision of your work in the College for next five years.

Notable contributions, if any, beyond what has been mentioned above (Please provide details in the box below)

Membership / fellowship of Learned Bodies / Societies (Please provide details in the box below)

Honours and Awards

Participation in Literary, Cultural or other activities (Please provide details in the box below)

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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 for any criminal offence? Yes/ No

If yes, specify _____

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

If yes specify _____

Three Referees Familiar with your Academic Work

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

Declaration

I declare that the statements made and documents enclosed with the application form 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-id at the time of interview.

I shall produce the No Objection Certificate before/at the time of interview.

Date:

Applicant's signature

No Objection Certificate from the present employer/Vigilance Clearance

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 _____