



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004

(Ranchi University)

Application Form for various Non-teaching Posts

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: _____

Paste here the
recent passport
size photo

Personal Details

1. Name of the Applicant Mr/Miss/Mrs

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

2. Father's / Husband's Name

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

3. Date of Birth

(1) DD/MM/YYYY: _____/_____/_____

(2) Age: _____ Years: _____ Month: _____ Day: _____ As on (1 January 2018)

4. Name of Category

(GEN/SC/ST/OBC/Others): _____

5. (A) Address of Communication

Phone No.: _____ Mobile No.: _____

Email: _____

(B) Permanent Address

Phone No.: _____ Mobile No.: _____

Email: _____

6. Sex. (Male/Female): _____

7. Nationality: _____

8. Marital Status: _____ (Married/unmarried)

Educational Qualifications (Secondary onwards):

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

Professional/Technical Qualification(s):

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

Work Experience:

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

9. (A) Do you know typewriting: English _____(Yes/No) Hindi _____(Yes/No)

If yes, state speed: English _____(w.p.m) Hindi _____(w.p.m)

(B) Do you know shorthand: English _____(Yes/No) Hindi _____(Yes/No)

If yes, state speed: English _____(w.p.m) Hindi _____(w.p.m)

10. **Do you have** : _____(Yes/No)
Computer Proficiency

If yes, state which of the following you know and work with

MS Word	[_____]
MS Excel	[_____]
MS Powerpoint	[_____]
E-mail	[_____]
Browsing & searching	[_____]
Confidence (Yes)	

11. Any other information

(A) Details of Referees Name, Address & Telephone Numbers/ Employers No. 1

(B) Details of Referees Name, Address & Telephone Numbers/ Employers No. 2.

12. Details of Extra Curricular Interest, if any:

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

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 _____