



चौधरी रणबीर सिंह विश्वविद्यालय, जौन्द  
Chaudhary Ranbir Singh University, Jind  
(Established by the State Legislature Act 28 of 2014)



**APPLICATION FORM FOR NON-TEACHING POSTS (DEPUTATION/SHORT-TERM CONTRACT)**

Application No. ....

(To be filled in by the office)

**NOTE :**

- i. Application form should be properly filled in.
- ii. Self attested copies of all Certificates/Testimonials should be attached. Originals will have to be shown at the time of interview.
- iii. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, on the prescribed application form.
- iv. Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily :
- v. Only eligible candidates should apply for the post.
- vi. Use separate form for each post.
- vii. Prescribed qualifications may be seen on the University Website [www.crsu.ac.in](http://www.crsu.ac.in)

A passport size recent photograph of the candidate duly attested by a gazetted officer must be pasted here

1. a) Post applied for \_\_\_\_\_  
(Give full and correct name of the post) \_\_\_\_\_  
b) Advertisement No. \_\_\_\_\_
  
2. a) Name in Full (in block letters) \_\_\_\_\_  
b) Father's Name \_\_\_\_\_  
c) Mother's Name \_\_\_\_\_
  
3. a) Present Postal Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PIN \_\_\_\_\_  
b) E-mail Address, if any \_\_\_\_\_  
c) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PIN \_\_\_\_\_  
d) Mobile No. \_\_\_\_\_  
e) Telephone No. \_\_\_\_\_

4. a) Date of Birth \_\_\_\_\_  
 b) Age as on last date of receipt of application (..... year..... Months)  
 c) Place of Birth \_\_\_\_\_
5. a) Nationality of the candidate \_\_\_\_\_  
 b) Do you belong to SC/BC/Ex-Service-men/  
 Persons with Disabilities category ? \_\_\_\_\_  
 (if yes, attach a certificate from the competent authority)  
 c) Male/Female \_\_\_\_\_  
 d) Marital Status (Married/Unmarried) \_\_\_\_\_  
 (if married, Whether you have more  
 than one living wife/husband)
6. a) Present employment, if any, with pay & grade \_\_\_\_\_  
 (State whether on adhoc/temporary/probation/permanent)  
 b) Date of next increment \_\_\_\_\_  
 c) Name of employer \_\_\_\_\_  
 d) Have you obtained prior permission of  
 your present employer for submitting  
 this application? \_\_\_\_\_  
 e) Basic pay acceptable, if selected \_\_\_\_\_  
 f) Period required for joining the post,if appointed \_\_\_\_\_
7. a) What is your mother tongue? \_\_\_\_\_  
 b) Name the languages both Indian & Foreign which you can read, write and/or speak. Give particulars and  
 examination(s), if any, passed in each.

Read only	Speak only	Read & Speak	Read, Write & Speak	Examination(s) Passed

8. a) Have you ever been disqualified from  
 appearing in any University examination/  
 undertaking University work (Say Yes or No) \_\_\_\_\_  
 b) Are you a dismissed employee?(Say Yes or No) \_\_\_\_\_
9. a) Whether any criminal case has been registered against applicant ? (Say Yes/No) \_\_\_\_\_  
 b) Whether applicant has been charge-sheeted for any criminal offence? If yes, the details thereof.  
 \_\_\_\_\_  
 c) Whether applicant has been convicted by any competent court for any criminal offence? If yes, the details  
 thereof. \_\_\_\_\_
10. Do you have any objection in supplying information, contained in the application form, to third party, under RTI Act,  
 2005. Yes/No

**11. Educational Qualifications (from Matriculation onwards)**

Sr. No.	Exam. Passed	Univ./Board	Year of Passing	Division	Max. Marks	Marks Obtained	% of Marks Obtained (Accurate)	Distinction, if any
1.	10 <sup>th</sup>							
2.	12 <sup>th</sup>							
3.	B.A./B.Sc./B.Com etc.							
4.	M.A./M.Sc./M.Com etc.							
5.	M.Phil							
6.	Ph. D.							
7.	Any other							

- \*12. a) Computer Typing Speed : ENGLISH ..... HINDI .....  
 (b) Shorthand Speed (if any): ENGLISH ..... HINDI .....

\* Applicable for the posts of Clerk-cum- Data Entry Operator.

**13. Experience (Give particulars concerning all periods of employment)**

Name of Employer/ Institution	Designation of the Post held and its pay scale	Duration of Appointment		Basic Pay & allowances separately	Reasons for leaving
		From	To		

14. Give Particulars of Prize, Medal and Merit won, distinction, if any :-

- i) ii)  
 iii) iv)

15. List of the certificates ( self-attested copies) attached :-

- i) ii)  
 iii) iv)  
 v) vi)

16. Additional information, if any, including computer knowledge etc.

.....  
 .....

**Dated:**

**Signature of Applicant**

### **CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Miss/Mrs./Shri/Dr. .... who is at present working as ..... in the ..... (Deptt./ Organisation) is recommended and forwarded for consideration for the post of ..... to the Deputy Registrar (Offg.)Chaudhary Ranbir Singh University, Rohtak Bye Pass Road, Jind-126102. In case, he/she is selected on deputation in the University,he/she will be relieved of his/her present position.

Further, it is certified that-

1. no vigilance case is either pending or being contemplated against the Official(s).
2. no major/minor penalty has been imposed on the official(s) during the last 10 years.
3. the integrity of the officer is beyond doubt.

Place .....

Signature of the Head

(Seal of Office)