

Xavier Institute of Management and Informatics (XIMI)

Nevta-Mahapura Road, Nevta, Jaipur - 302029 Rajasthan, India

APPLICATION FORM FOR NON-TEACHING STAFF

TO,

**The Manager,
Xavier Institute of Management and Informatics (XIMI),
Nevta-Mahapura Road, Jaipur 302 029 (Rajasthan)**

Affix your Recent Passport size Photograph

Application for the post ofin the Department of

in the Subject of

for which advertisement appeared indated

1. Name in full

(In BLOCK LETTERS)

2. Father's Name

Mother's Name

Spouse's Name

3. Address in Full

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City:.....PIN-.....

Phone (Residence).....mobile

E-mail:

4. Age and date of birth (Attach Certificate)

5. Place of birth with name of district and state

6. (a) Candidate's mother tongue.....

(b) What other language(s) you can readspeak.....write.....

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7. Academic Qualifications:

Examination passed	Year of passing	Name of the university or other examination body	Marks obtained	% of Marks obtained	Division obtained	Subject (mention Distinction If any)	Remarks
			Max. marks				
(1)High school/ secondary or equivalent							
(2)Higher secondary/ P.U.C orEquivalent							
(3)Senior secondary/ intermediate or Equivalent Examination							
(4)Bachelor's degree or Equivalent examination (BA/B.Com../ B.Sc.etc).							
(5)Post-Graduate Examination or Equivalent(M.A, M.Com,M.sc)							
(6)M.Phil							
(7)any other Degree(s)/ diplomas							
(8)NET/SLET Examination							

Notes:-1. Where no division is mentioned, clarification should be given in the 'Remarks' column.

2. Attested copies of mark-sheets for each examination should be attached.

8. Additional qualifications (like RSCIT, computer proficiency, subject/work related):

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9. Any position or distinction gained including games & sports and other social activities in College /university.

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Note: - if necessary, details be enclosed on a separate sheet of paper.

10. Appointments held before:- (only in College/University.)

S.no	Name of institution	Name and address of employer	Duration of appointment with date	Reason for leaving the post	Experience (Year &Months)

11. Total length of Service in Years and Months as a non-teaching staff in College/University.

Designation	From	To	Name of college/university	Total Experience

Note: give an explanatory note below to remove ambiguity, if any

12. Any other work/achievement relevant to the post applied for (done after leaving the college with dates).

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13. Names and addresses of two persons to who reference could be made.

1.

2.

14. Condition, if any, for accepting the post, If offered

15. Time needed to join the service, if selected for appointment

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DECLARATION

I hereby declare that:

1. The entries made in this are true and correct to the best of my knowledge and belief.
2. I have not been convicted by a court of law for any offence which involves moral turpitude.
3. I have not indulged in any of the acts of misconduct such as participating in *gherao* of any educational authority, whether academic or administrative, manhandling or abusing such authority or damaging any building or other property.
4. I have not been found to have used unfair means in any examination and have not gravely misbehaved with a teacher or found to have tampered with or forged a marks sheet, certificate or degree.

I further declare that the above - noted information is true and correct to the best of my knowledge and belief and no part of it is false. In case any part of the above information is found false or incorrect I shall, if appointed to the post applied for, be liable to be dismissed from the service.

Signature of the Applicant

Place.....

Date.....

N. B.

**1. Completed application form with necessary documents should be posted/submitted personally at the Reception Counter of college:
Xavier Institute of Management and Informatics (XIMI), NEVTA-MAHAPURA ROAD,
SANGANER TEHSIL, JAIPUR-302029 ON OR BEFORE 11/06/2022.**

Or email to manager@stxaviersjaipur.org

2. Reprints and attested copies of documents submitted with the application will NOT be returned.
3. Candidates called for interview and those selected will travel at their own expense.
4. Attach separate sheets wherever necessary.

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FOR OFFICE USE ONLY

1. Application form received on
2. No. of enclosures
3. Comments.....

For Xavier Institute of Management and Informatics (XIMI)

(College Seal)

Authorized Signatory

Xavier Institute of Management and Informatics (XIMI)

Nevta-Mahapura Road, Nevta, Jaipur - 302029 Rajasthan, India

RECEIPT

(To be filled in by the applicant)

Received with thanks from

Application for the post of

(To be filled in by the College Office)

S.No.....

Date

For Xavier Institute of Management and Informatics (XIMI)

(College Seal)

Authorized Signatory