

Sr. No.

Price Rs. 100/-(General)
Rs.25/-(SC/BC of Haryana)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FORM FOR THE NON-TEACHING POSTS
(Except 'A' Class Posts)

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

Application No.

(To be filled in by the office)

NOTE :

- i. This application form and the bio-data should be properly filled in.
- ii. Attested copies of all Certificates/Testimonials should be attached. Originals will have to be shown at the time of interview.
- iii. This application should be accompanied by the University fee Receipt/Bank draft of the value of Rs. 500/- (Rs. 125/- for SC/BC/SBC/EBP of Haryana) for the posts carrying initial basic pay of Rs. 9300-34800+4200 GP and above, Rs. 300/- (Rs. 75/- for SC/BC/SBC/EBP of Haryana) for the posts carrying initial basic pay of Rs. 5200-20200+1900 GP and above but below Rs. 9300-34800+4200 GP and Rs.200/- (Rs. 50/- for SC/BC/SBC/EBP of Haryana) for remaining Class-IV posts in favour of Finance Officer/Registrar, M.D. University, Rohtak payable at SBI, MDU, Branch, Rohtak) (Bank Code No. 4734), Postal orders/Money orders will not be accepted. Women candidates are granted 50% concession in fee, Ex-Servicemen are exempted from the payment of this fee.
- iv. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed application form.
- v. Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily.
- vi. Only eligible candidates should apply for the position/post.
- vii. Use separate form for each position/post.
- viii. Prescribed qualifications may be seen on the University Website.

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 _____

b) E.mail Address, if any _____
c) Permanent Address _____

d) Mobile No. _____
e) Telephone No. _____
f) Aadhaar No. _____

4. a) Date of Birth _____
 b) Age as on last date of receipt of application (..... years..... Months)
 c) Place of Birth _____
5. a) Nationality of the candidate _____
 b) Do you belong to SC/BC/Ex-Servicemen/
 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. Bank Draft (s) Nos. Date Amount Rs OR
 University Receipt No. Date Amount Rs

[ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THIS APPLICATION]

11. **REFERENCES :** (These persons should be well acquainted with some aspect of the applicant's training
 accomplishment, capabilities and character but must not be related to the candidate. Two
 references should be listed and atleast one of them should be a citizen of India.

- i) Name _____
 Occupation of Position _____
 Address _____

ii) Name _____
 Occupation of Position _____
 Address _____

12. Educational Qualifications (from Matriculation onwards)

Exam Passed	Univ/Board	Year of Passing	Class or Division	Max. Marks	Marks obtained	% age of Marks obtained (Accurate)	Distinction, if any.

Note :- Attested copies of certificates in support of qualifications be attached.

13* (a) Computer Typing Speed : ENGLISH HINDI
 (b) Shorthand Speed : ENGLISH HINDI

* Applicable for the posts of Steno-Typist/Clerk-cum-Junior Data Entry Operator etc.

14. Experience (Give particulars concerning all periods of employment)

Name of the Employer/ Institutions	Designation of the Post Held and its pay scale	Duration of appointment		Basic Pay & Allowances Separately	Reasons for leaving
		From	To		

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

- i) _____ ii) _____
- iii) _____ iv) _____

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

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

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

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I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in the M.D. University, Rohtak.

Place

.....

Date

(Signature of the Candidate)

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 Registrar,
M.D. University, Rohtak. In case, he/she is selected for employment in the M.D. University, Rohtak, he/ she will be
relieved of his/her present position.

Place

Signature of the Head

Date

of the office/organisation
(Seal of Office)