

D.D.No.....

DATED.....

AMOUNT.....

DATED.....

Phone:011-23503500

Specify the State (s) for which  
Applying in the order of preference

(i) .....

(ii) .....

(iii) .....

## D.A.V. College Managing Committee

Chitra Gupta Road, Paharganj, New Delhi-55

### Form of Application for the post of Principal/HM

1. Certified copies of testimonials should be attached with the application.
2. Testimonials, in original, must be produced at the time of interview.
3. Applicants called for interview will come at their own expenses.
4. The application should be sent under-registered post through the present employer, if any.

1. Post for which applying.....

2. Name of the Candidate .....

(in block letters) Mr./Miss/Mrs.....

3. Father's/Husband's Name .....

4. Complete Present Postal address .....

Phone No.: ..... (O) ..... (R) E-mail No.....

5. Date of birth (in figures): ..... Age .....

(in words): .....

### 6. **Qualifications:**

Examination	Name of School/College	Board/ Univ.	Subjects offered	Year of Passing	Div. %age Marks obtained	Remarks if any
a) Matric/Secondary						
b) Hr. Sec./Sr.Sec.						
Inter/PUC.						
c) B.A./B.Sc./B.Com.						
d) M.A/M.Sc./M/Com.						
e) B.Ed./B.T.						
f) Any other Quali.						
g)						
h)						

**(For point No.7 & 8) :- Teaching & Educational Administrative experience**

**\*\* In case of TGT/PGT (Internal Candidates)** – The teaching and administrative experience should be got verified by the Principal of the school

**\*\* In case of HM (Internal Candidates)** - The teaching and administrative experience should be got verified by R.O/ARO/Manager of the school

**\*\* In case of TGT/PGT/Head (External Candidates)** – The applicant should clearly specify the period of Teaching and Educational Administrative experience along-with dates

**7. Teaching Experience:**

Name of School	Period of Services		Design.	Class & Subject (s) taught	Pay Scale & Total emoluments	Experience	
	From	To				Years	Months
a)							
b)							
c)							
d)							
e)							

Total Teaching experience .....

**8. Educational Administrative Experience:**

Name of School	Designation	Pay Scale	Nature of Job	Period		Total Admn. Exp. In years & months
				From	To	
a)						
b)						
c)						
d)						

Total Educational Administrative experience .....

**9. Publications, if any, to your credit (May attach separate sheet, if required) :**

1. ....

2. ....

**10. Experience of attending in-service Programmes as Participant/Resource Person:**

Particulars of the programmes such as Seminars, Workshops etc.	In what capacity	Period		Organized by	Remarks, if any
		From	To		

**11. Experience of going abroad for Academic Exposure:**

.....

**12. State / National Award (s) won, if any:**

(a) As student.....

(b) During service.....

**13. Details of salary last pay drawn :**

Name of Instt./Organ.	Month	Pay Scale	Basic Pay	Allowances	Gross Salary

14. How many times you have appeared in the interview for the post of Principal / HM in DAVCMC?.....

15. Did you get any appointment letter for the post of Principal/HM in DAV? If yes, please give information (i.e place of posting etc.) and whether you have joined or refused to join?.....

16. Other interests (Physical/Co-curricular/Social, etc with achievements), if any:

- a)
- b)
- c)
- d)

17. Notice period required and joining time, if selected.....

18. Give the names of two references who may certify your capability to work as a Head of an institution:-

1. Name .....  
 Designation .....  
 Address & Tel.No. ....

2. Name .....  
 Designation .....  
 Address & Tel. No. ....

19. **Concept of Education:** Attach an additional sheet. Would you like to say something about your concept of education based on Vedic Culture and traditions and the way you would help your students to gain by it and develop an integral personality.

20. I ..... Solemnly declare that the statements made by me are correct to the best of my knowledge and belief.

**Place :** **Signature of Candidate :** .....

**Date :** **Name :** .....  
**Mobile No:**.....