



Telegram : DAVMANCOM

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## D.A.V. College Managing Committee

Chitra Gupta Road, New Delhi-55

No. \_\_\_\_\_

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

### POST APPLIED FOR \_\_\_\_\_

1. Name of the Candidate  
(in block letters) Mr./Miss/Mrs.: .....
2. Father's/Husband's Name : .....
- 3.(a) Complete Present Postal Address : .....



Phone No.(s): ..... E-mail : .....

- (b) Permanent Address : .....

4. Date of birth (in figures): ..... Age .....  
(in words): .....

5. (I) Qualifications :

EXAMINATION	Name of School/ College	Board / University	Subjects offered	Year of Passing	Division/ Percentage of Marks obtained	Merits, Prizes, Distinctions /Remarks, if any.
a) Matric/Secondary						
b) Hr. Sec./Sr.Sec.						
Inter/PUC.						
c) Graduation (B.A./B.Sc./B.Com./ Z.L.B.)						
d) Post-Graduation						
e) Post-Graduate Diploma in Personnel Management (One / Two years full time)						
f) Any other qualification						

(II) Professional Qualifications : \_\_\_\_\_

(III) Details of knowledge about computer \_\_\_\_\_

6.(a) Work experience:

Name of Organization	Period of Service		Designation	Pay Scale & Total emoluments	Nature of Job (Permanent/Temporary)	Job Descriptions
	From	To				
a)						
b)						
c)						
d)						

(b) Brief resume giving your achievements : \_\_\_\_\_  
\_\_\_\_\_

7. Details of last pay drawn :

Name of Inst./Org.	Month	Pay Scale	Basic Pay	Allowance	Gross Salary

8. Other interests (Co-curricular/Social, activities, etc. with achievements, if any:

a)

b)

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

10. Give the names of two references, who may certify your proficiency in work :

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

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

Place : \_\_\_\_\_

Date : \_\_\_\_\_

.....  
(Signature of Candidate )

Name : \_\_\_\_\_