

# Application

Date:     /     / 2016

To,  
The Principal,  
Zeal College of Engineering & Research,  
Narhe, Pune - 41.

Reference: Advertisement published in daily \_\_\_\_\_ dated \_\_\_\_\_

Subject: Application for the post of \_\_\_\_\_  
in \_\_\_\_\_ Engineering department.

Sir,

With reference to above subject, I am offering my candidature for the above mentioned post for your kind consideration. I am also enclosing herewith the prescribed application form, duly filled in, along with the complete Bio-data for your perusal.

Thanking you,

Yours faithfully,

Signature

(   Name of Candidate   )

Date:    /    / 2016

## Application form

Application for the post of \_\_\_\_\_ in \_\_\_\_\_

(Read the guidelines carefully to fill up the application form)

**Name of the applicant (in Capital Letters only)**

Surname

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First Name

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Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mother's Name

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Male / Female: \_\_\_\_\_

Postal Address:-

Address for correspondence:-

\_\_\_\_\_

\_\_\_\_\_

Permanent Address:-

\_\_\_\_\_

\_\_\_\_\_

PIN :- \_\_\_\_\_

PIN:- \_\_\_\_\_

Tel. No. / Mobile:- \_\_\_\_\_

Tel. No. / Mobile:- \_\_\_\_\_

Email ID:- \_\_\_\_\_

Marital Status: \_\_\_\_\_ (Married / Unmarried)

Date of Birth:- 

D	D	M	M	Y	Y	Y	Y
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 Age: \_\_\_\_\_ Yrs. \_\_\_\_\_ Months

Place of Birth:- \_\_\_\_\_ Nationality:- \_\_\_\_\_

Religion:- \_\_\_\_\_

Category:

Open	SC	ST	VJ/DT	NT-1	NT-2	NT-3	OBC	SBC	Any Other

✓ Please give a small tick mark in the relevant category column.

Affix  
Latest  
Passport size  
Photograph  
Here

Form No:-

**Academic Qualifications:**

Sr. No.	Course / Examination	Major Subjects/ Branch	Board / University	Month & Year of Passing	Percentage of Marks	Class Obtained
1	SSC					
2	HSC					
3	Diploma					
4	Bachelors Degree					
5	Masters Degree					
6	PhD.					
7	U.G.C. NET/SET					
8	Any Other					

**Previous Employment Details:** (Attach separate sheet if required):

Sr. No.	Name & address of the Employer	Position held (Designation)	Period From - To	Total Service (Yrs.)	Reason for leaving
1					
2					
3					
4					
5					

Last Salary Drawn : Basic Rs \_\_\_\_\_ Scale Rs \_\_\_\_\_ Gross Total \_\_\_\_\_

Publications / patents / books etc. (Attach separate sheet if required):

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Any Special Achievements: \_\_\_\_\_  
\_\_\_\_\_

Total Experience: 1) Teaching: \_\_\_\_\_ Yrs. \_\_\_\_\_ Month's  
2) Industrial: \_\_\_\_\_ Yrs. \_\_\_\_\_ Month's  
3) Research & Development \_\_\_\_\_ Yrs. \_\_\_\_\_ Month's

Languages Known: \_\_\_\_\_

Extra Curricular Activities: \_\_\_\_\_

Any Other Information (attach separate sheet if required): \_\_\_\_\_

Reference (Minimum two)

Sr. No.	Name	Address	Email ID & Contact No.
1			
2			
3			

Place:

Date: \_\_\_\_\_ ( Signature of Applicant )

**For Office Use Only**

Recommended / not recommended for further procedure based on qualification, experience etc.

Remark if any \_\_\_\_\_

**Scrutiny Member(s)**

**Administrative officer /  
Head of Department**

**Principal / Founder Director**