THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
DR. AMBEDKAR BHAVAN 12, LB BLOCK SECTOR-III SALT LAKE CITY KOLKATA- 700106

APPLICATION FORM FOR CANDIDATES FOR OFFICERS/NON-ACADEMIC POSITIONS

(To be returned to the Registrar, West Bengal National University of Juridical Sciences,12 LB Block, Sector-III, Salt Lake City Kolkata-700106.)

Application No. .....
(To be filled in by the office)

(To be filled by the applicant)

Post applied for

_____

_____

Affix recent Passport Size Photograph with Signature	(To be filled by the applicant) Details of Applications Fee Amount Rs. _____ SBI Collect Receipt No_____. Branch _____ dated _____

2. Name in full (in block letters) Mr./Mrs./Miss/Dr.

_____ _____ _____
(first name) (middle name) (last name)

2.1 Spouse/Father's Name

_____

2.2 Mother's Name

_____

3 Address to which communications should be sent. (Any change of address should be communicated to the Registrar.

_____

_____

_____

Pin code: _____ Phone: (R)_____

E-mail address: _____ (O)_____

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES • NUJS

3.1 Permanent address, if different from 3

_____

_____

_____

Pin code : _____ Phone: (R)_____

4 Date of birth _____ 4.1 Age (In completed years) _____

5. Sex: Male/Female

6. Place of birth _____ _____ _____
(village/town) (state) (country)

7. Nationality _____

8. Mother tongue _____

9. Marital status: Unmarried/Married

10. Religion _____

11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC? Yes/No

If yes, specify _____ and attach a copy of caste/tribe certificate
(name of caste/tribe)

12. Name of father/mother/guardian/spouse: _____

13 Salary last drawn: (a) Basic Rs. _____ (b) Total Rs. _____

13.1 Minimum salary acceptable: (a) Basic Rs. _____ (b) Total Rs. _____

14. Have you previously applied for any post at this Institute?

If so, please mention the position applied for and approximate date of application

_____

15. Have you any relative among the staff of this Institute? Yes/No
If yes, please give the following particulars.

_____ _____ _____
(name of relative) (relationship with candidate) (his/her designation)

16. Particulars of all examinations passed from S.S.C./Matriculation upwards (including in-service training leading to a diploma). Attach copies of mark/grade sheets and certificates.



No.	Examination	Year of admission	Year of passing	Division/ Grade	Special subjects or field of specialisation	School/College University

17. Relevant practice/field experience during the post-graduate programme of training.

No.	Name of organisation	Duration		Nature of work
		From	To	

18. Employment record

18.1 Present position: _____

18.2 Name and address of employer _____

_____

_____

18.3 Duration of present employment From to

18.4 Pay scale : Rs. _____

18.5 Present basic pay : Rs. _____

18.6 Monthly allowances (gross) : Rs. _____

Total : Rs. _____

18.7 Next increment due on : Rs. _____

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18.8 Your current duties.

18.9 Name and designation of your immediate supervisor.

18.10 Reasons for wishing to leave the present job.

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
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18.11 Previous employment (please list all jobs held by you) Work Experience in descending order from the most recent post held):

No.	Name and Address of employer	Designation and Nature of duties	Name and designation of your supervisor	Period of employment		Total Salary		Reason for leaving
				From	To	Beginning	Final	

18.12 Total Years of Working Experience : .....

18.13 Total Years of Working Experience in Academic Institution if any : .....

19. List the professional societies to which you belong (Add extra sheets, if required).

No.	Name and address of organisation	Category of Membership	Positions Held	Period	
				From	To

20. Mention your activities in public affairs at the city, state, national or international level, and contribution to organisations, social policy, social action, project planning and development.

21 Languages known.

No.	Read	Write	Speak

22. Explain your reasons for suitability for this post.

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23. Referees: List three persons (not related to you), resident in India and holding responsible positions, and intimately acquainted with your character and work. Where the candidate has been in employment, he/she should give either his/her present employer or immediate supervisor as one of the referee.

No.	Name	Full address with telephone No.	Profession	In what capacity he/she is known to the applicant
1				
2				
3				

24. Have you any objection to our making enquiries with your present employer? Yes/No

If yes, why? _____

25. Have you any disabilities which might limit your performance in your prospective field of work?

_____

_____

_____

26. If selected, what notice would you require for joining the post?

_____

_____

_____

27. Any other information you would like to share:

DECLARATION

I declare that all the statements made in this application and its annexure are true to the best of my knowledge and belief and I understand that willful misrepresentation renders me liable to dismissal if employed.



(place) (date) (signature of applicant)

Enclosures (Total no _____)

Enclosures

1. Proof regarding date of birth from matriculation or other recognised certificate.
2. Scheduled Caste/Tribe/OBC Certificate (only for SC/ST/OBC candidates)
3. Copies of mark/grade sheets and certificates from SSC onwards.
4. Work experience certificate should be attached supporting the experience stated in the application.
5. SBI Collect Receipt
6.
7.
8.
9.
10.

