

III. Language Proficiency

(Please specify level of proficiency such as Excellent/ Very Good/ Good/ Fair/ Working)

Language (Other than English)	Writing	Reading	Speaking

All applicants are expected to have proficiency in speaking and writing good English.

IV. Major Illness/ Permanent physical disability (If any)

(Please give details)

Major Illness	
Physical Disability	

V. Academic Qualifications

Description	Title	School/ College/ University/ Institute	Year of Passing	Medium of Instruction	Aggregate Marks (%)
Matriculation					
Intermediate/ +2					
Graduation					
Post Graduation					
M.Phil					
PhD/ D.Sc/ D. Lit					
UGC Net/ JRF					
Professional Qualification					
Other Qualification					

* Please specify if you have not attended a full time college or completed the course through correspondence or one time sitting or in less than the stipulated time

VI. Computer Proficiency

All applicants are required to have basic skills in computing. They include word processing, spreadsheet and file management

	Please Specify	Level of Proficiency
Operating Systems		
Application Packages		
Languages		

VII. Awards and Accolades

(List distinctions, honors, scholarships and awards (academics, extracurricular, professional, community))

Awards	Date	Basis of Selection

VIII. Research Articles and Books Published

- (a) No. of articles published in ISSN Journal.....(Please attach Xerox copy)
- (b) No. of books published with ISBN No(Please attach copy of cover page)
- (c) No. of conferences /STC/Workshops..... (Please attach Xerox copy)

IX. Work Experience

(Please start with current employment and attach sheets if space is not sufficient)

Current Employment												
Organization/ College/ University												
Address			Pin: _____									
Initial Position							Present Position					
Date of Joining												
			DD	MM	YYYY							
Nature of employment			<input type="checkbox"/> Temporary			<input type="checkbox"/> Permanent			<input type="checkbox"/> Contractual			
Total Salary			: Rs. _____									
Previous Employment												
Employer's Name & Address Turnover, No. of employees		Period of Service		Total No. of Years Months	Designation & Area of Work	Reason for leaving						
		From	To									

*May we refer to your current and previous employers? [Please (√)]

Yes

No

X. Strengths & Weakness

(a) Strengths

(b) Weakness

XI. References

Please give two references (not your relative / friends)

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Pin: _____	Pin: _____
Phone: Off _____	Phone: Off _____
Res _____	Res _____
E-mail _____	E-mail _____
Mobile _____	Mobile _____

XII Special Points / Claim

Any special points you wish to bring to the notice of K K UNIVERSITY, Nalanda, Bihar in support of your candidate.

DECLARATION

I certify that the information presented in this Employment Application Form is accurate, complete and true. I understand and agree that any inaccurate, misleading information or omission will cause for disciplinary action or dismissal. I agree to abide by K K UNIVERSITY Code of Ethics in letter and spirit.

I clearly understand that the jurisdiction for all disputes is NALANDA, Bihar, India.

Date:

Place:

Signature of the Applicant