

**Covering Letter for Applying for Teaching and Non-Teaching Posts in Darsh
Model Degree College, Gohana, Sonapat, Haryana- 131301**

To

The

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Subject: - Application for the Post of

In the subject of: -.....

Respected Sir/Madam

It is reference to the Advertisement No: - in the news paper: -----

----- Dated: - of your institution "Darsh Model Degree College, Gohana, Sonapat, Haryana" for the above mentioned post. I have requisite qualification, experience and age for the appointment on this post. Please consider my application form for the same and provide me an opportunity to serve your institution. I will be very grateful to you for this kind favour. **I have enclosed my application form with this covering letter for your kind consideration, information and perusal.**

Thanking you

Yours Sincerely,

Name: - -----Signature: -----

Date: -----

College Name: - Darsh Model Degree College, Gohana (Sonipat) Haryana

APPLICATION FORM TEACHING/NON TEACHING

Attach latest
Photograph
Duly signed

D.D No _____ Dated _____

Bank _____ Rs. _____

Advertisement No: ----- Date: -----

Post Applied for: -----

1. Name:-..... (As entered in the University /
Board ; **Write in Capital letters Only**)

2. Date of Birth:-..... Age:-..... Sex.....

3. Aadhar No: -..... Nationality Religion

4. Father's Name: Mr. Marital Status

5. Do you belong to any reserve category i.e. (SC, ST, BC-(A)/ (B), ESM, others if so,
please attach a proof of the same)

6. Postal address: -

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..... PIN

7. Contact No:-.....Email Id: -

8. Alternative Contact No:-

Note: - Enclosed Aadhar Card Photo-Copy with application form (Mandatory)

09. Educational/Professional Qualification (if space is insufficient attach separate sheet)

Sr.No.	Name of Exam. passed	Year of Passing	Duration of Course	Board / University	Marks obtained/ Total marks	Exact %age of Marks Obtained	Division
01	10th						
02	10+2						
03	Graduation ()						
04	B.Ed./B.Lib.						
05	Post-Graduation ()						
06	M.Phil ()						
07	Ph.D. ()						
08	SLET/NET()						
09	Any other relevant Qualification						

10. Experience (if space is insufficient attach separate sheet)

Sr. No.	Name of Post	Name of Company/ Organization /Institute	Period			Pay Band/ Level	Basic Pay +G.P/Basic Pay	Total Emolument Drawn P.M.	Nature of Duties	Reason for Leaving
			From	To	Total					
01										
02										
03										
04										
05										

11. No. of Research Papers / Books published and Conferences Papers presented :

i) International Journal _____

ii) National Journal _____

iii) International Conference _____

iv) National Conference _____

v) No. of Books Published _____

vi) No. of research scholars guided / guiding (only Ph.D) _____

12. Languages (Mother Tongue) _____

Other Languages:	Language	Speak	Read	Write

13. Joining period required, if selected

14. Minimum Pay acceptable.....

15. References: - Name and addresses of two persons, who will vouch for you

(These should be residents in India holding responsible position. They should be intimated/ acquainted with the applicant's character and work, but must not be related by blood or marriage. When the candidate has been in employment, he should either give his present or immediate superior or recent employer as a reference or produce a testimonial from him in regard to the candidate fitness for the post for which he is an applicant).

i) Name: Occupation/Position:

Address

ii) Name: Occupation/Position:

Address

iii) Any other Achievement/Information _____

iv) **Details of Enclosures** (Attested copies of certificates and Testimonials should be enclosed without which the application would not be considered)

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I hereby affirm and declare that the statement made by me in the above application is correct/true to the best of my knowledge and nothing has been concealed therein. I shall be held responsible for any false/ incorrect statement/Document and my candidature will stand cancelled at any stage.

Place: _____

Date: _____

(SIGNATURE OF APPLICANT)*

* Candidate is required to sign all documents & pages of application form. Use extra sheets if required