



SHAHEED BHAGAT SINGH (EVE.) COLLEGE
(University of Delhi)
Sheikh Sarai, Phase-II, New Delhi-110017
Phone No.: 29253430, Fax: 29257826, Website: www.sbsec.org

APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied For : _____

Paste Passport
Size Photograph
(Self Attested)

1. Name of the Applicant : Mr./Miss/Mrs _____
(in Block Letters)
2. Father's/ Husband's Name : _____
3. Date of Birth : (i) _____
(ii) Age: Years: ____ Months ____ Day ____ (as on 31-03-2017)
4. (a) Whether belongs to any : _____ (Yes / No)
reserved category
If yes, name of the category : _____ (OBC/SC/ST/Pwd(OH/VH/HH))
(b) Whether applying under any : _____ (Yes / No)
reserved category as per
advertisement
If yes, name of the category : _____ OBC/SC/ST/Pwd(OH/VH/HH)
5. (a) Address for Communication : _____

Phone No. _____ Mobile No. _____
Email Id _____
(b) Permanent Address : _____

Phone No. _____
6. Sex : _____ (Male / Female)
7. Nationality : _____
8. Marital Status : _____ (Married / Unmarried)

9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	% marks and Division

11. Work Experience:

Name of Organization	Designation	Working Period From To		Salary / Pay Scale

12. (a) Do you know typewriting : English.....(Yes / No) Hindi.....(Yes/No)
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)
 (b) Do you know shorthand : English.....(Yes/No) Hindi.....(Yes/No)
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)

13. Do you have computer proficiency : _____.(Yes / No)
 If yes, state which of the following you know and work with confidence (✓) : MS Word ☐ Email ☐
 MS Excel ☐ MS Powerpoint ☐
 Browsing & Searching ☐

14. Any other Information : _____

15. Details of fee

(in case applicable & payable as per advertisement for candidates applying in a downloaded form)

(a) Amount of fee : _____
(b) Draft No. : _____
(c) Draft Date : _____
(d) Name of Bank : _____
(on which DD drawn)

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

(Signature of Applicant)

Place :

Date :

(Name of Applicant)

ENDORSEMENT FROM EMPLOYER
(for applicant in employment)

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Date :

Signature of
the Head of the organization /department
(With seal)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own handwriting neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category OBC*/SC/ST/PwD must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
* OBC candidates only from the Central List of OBCs' having non-creamy layer status are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelope containing application form should be superscribed as:
"Application for the post of"
(name of the post)
7. In case of downloaded application, the prescribed fee should be payable through demand draft/ IPO payable at Delhi in favour of "Principal, Shaheed Bhagat Singh (Evening) College". **All PWD & Women candidates are exempted from payment of application fee.**
8. Application should be addressed to:

**The Principal
Shaheed Bhagat Singh (Evening) College
Sheikh Sarai, Phase-II
New Delhi-110017**
9. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications i.e. 21.04.2017.
10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self-attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.
11. No TA/DA will be paid for attending the prescribed tests/skill tests.



SHAHEED BHAGAT SINGH (EVE) COLLEGE
(University of Delhi)
Sheikh Sarai, Phase-II, New Delhi-110017
Phone No.: 29253430, Fax: 29257826, Website: www.sbsec.org

ADMIT CARD

Written Test for the post of _____
(to be filled by the candidate)

Form No. : _____

Roll No. :	_____
Date of Examination:	_____
Address of Centre :	Shaheed Bhagat Singh (Eve) College Sheikh Sarai, Phase-II New Delhi-110017

Paste Passport
Size Photograph
(Self Attested)

(For office use)

PARTICULARS OF CANDIDATE

Name of Candidate : _____
Father's/ Husband's Name : _____
Category : _____ (General/OBC/SC/ST/PwD)
Address of Candidate : _____

Signature of Candidate

Principal



SHAHEED BHAGAT SINGH (EVE) COLLEGE
(University of Delhi)
Sheikh Sarai, Phase-II, New Delhi-110017
Phone No.: 29253430, Fax: 29257826, Website: www.sbsec.org

ADMIT CARD

Written Test for the post of _____
(to be filled by the candidate)

Form No. : _____

Roll No. :	_____
Date of Examination:	_____
Address of Centre :	Shaheed Bhagat Singh (Eve) College Sheikh Sarai, Phase-II New Delhi-110017

Paste Passport
Size Photograph
(Self Attested)

(For office use)

PARTICULARS OF CANDIDATE

Name of Candidate : _____
Father's/ Husband's Name : _____
Category : _____ (General/OBC/SC/ST/PwD)
Address of Candidate : _____

Signature of Candidate

Principal