



Application No.

**APPLICATION FORM FOR THE POSITION OF
PLACEMENT OFFICER**

(Note: Please go through the Advertisement, Essential and Desirable Qualifications, General Conditions and Other Details given in the recruitment advertisement, which is also available on the website www.gmu.edu.in, carefully before filling-up the Application Form)

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH

1. Post applied for: Placement Officer

SECTION – A: General Information

2. Full Name (In Block Letters)

Dr./Mr./Mrs/Ms.....

3. Date of Birth (in words)

4. Father's/Spouse's Name

5. Mailing Address

.....

.

.....Pin Code

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

6. Tel. No. (with STD code)..... **Mobile**.....

E-mail ID.....

7. Permanent Address

.....
 Pin Code

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

8. Marital Status
9. Nationality.....
10. Category: (SC/ST/OBC/General).....
11. Physical disability, if any:

SECTION – B: ACADEMIC QUALIFICATIONS

12. ACADEMIC QUALIFICATIONS (use separate sheet if required):

S. No.	Examination/Degree	Name of Board/ University	Percentage of Marks/Final Grade	Subjects of specialization as mentioned in the certificate	Year of Passing
1	Bachelor's Degree (.....)				
2	Master's Degree (.....)				
3	Others				

13. EMPLOYMENT RECORDS

a. CURRENT EMPLOYMENT RECORD

Sr. No.	Organization	Designation	Salary drawn	Period	
				From (dd/mm/yyyy)	To (dd/mm/yyyy)

Job Description (Roles and Responsibilities):

.....

.....

 b) PAST EXPERIENCE (add more sections below if you wish to add further in employment records)

Sr. No.	Organization	Designation	Salary drawn	Period	
				From (dd/mm/yyyy)	To (dd/mm/yyyy)
1					

Job Description (Roles and Responsibilities):

.....

Sr. No.	Organization	Designation	Salary drawn	Period	
				From (dd/mm/yyyy)	To (dd/mm/yyyy)
2					

Job Description (Roles and Responsibilities):

.....

Sr. No.	Organization	Designation	Salary drawn	Period	
				From (dd/mm/yyyy)	To (dd/mm/yyyy)
3					

Job Description (Roles and Responsibilities):

.....
.....
.....
.....

14. Total Post Qualification Experience in years:

15. Any other information that you wish to add

.....
.....
.....
.....
.....
.....

Note:

- 1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.**
- 2. Mentioned the list of documents attached along with the form.**
 - (a)**
 - (b)**
 - (c)**
- 3. Please enclose copies of educational and experience certificates failing which the candidature will not be considered.**

DECLARATION

I, hereby, declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejection/termination without notice or compensation.

I hereby declare that, I possess the minimum qualification criteria for the post applied as per the advertisement.

Date: _____

Place: _____

(Signature of the Applicant)

No Objection Certificate

For use of applicants in employment (certificate to be given by present employer of the applicant):

Forwarded with the remarks that Mr./Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ and salary drawn is _____. The institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

He/ She will be relieved as per the rules, if he/she is selected for the said post.

Place: _____

Date: _____

Fax: _____

Email: _____

Signature of the Head of the Institution

Designation: _____

Address: _____

(Office Stamp)