



# ICFAI University Nagaland

(Established under the ICFAI University Nagaland Act, 2006)

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Website: [www.iunagaland.edu.in](http://www.iunagaland.edu.in)

## Application form for non-teaching positions

Application in response to the advertisement of (date):

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<b>Post applied for:</b>			Affix Recent Passport Size Photograph
* <b>Bank Details of Application Fee:</b>			
<b>i) Bank Draft No.:</b>	<b>Date:</b>	<b>Payable at:</b>	
<b>ii) In case of amount remitted directly, No. :</b>	<b>Date :</b>		

<b>Personal Information:</b>			
<b>Title (Mr/Ms/Dr/Er)</b>	<b>Surname</b>	<b>First name</b>	<b>Middle name</b>
<b>Marital Status:</b>		<b>Gender:</b>	
<b>Current Address:</b>		<b>Permanent Address:</b>	
<b>Email address :</b>			
<b>Nationality:</b>		<b>Date of Birth:</b>	
<b>Father's Name:</b>			

<b>Education Qualification:</b>				
<b>Secondary education (class X or equivalent board) onwards</b>				
<b>Examination / Degree</b>	<b>Name of school/ board/ college/ university</b>	<b>Marks or grades (CGPA / percentage)</b>	<b>Year of passing</b>	<b>Subject(s) taken</b>
<b>Any other Degree/ Diploma/ Technical Qualification</b>				

<b>English Language Skills (please tick appropriate qualifier)</b>				
<b>Reading</b>	Excellent	Very good	Good	Fair
<b>Writing</b>	Excellent	Very good	Good	Fair
<b>Speaking</b>	Excellent	Very good	Good	Fair

**Current Academic Pursuit:**

Are you attending any part-time / whole time course of study? If so, state the name of the course and the Institution you have joined:

**Employment History:**

Please give details of your previous jobs, starting with your current/most recent job

<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>	<b>Name &amp; address of employer</b>	<b>Position held</b>	<b>Salary Drawn Present Basic Pay and Allowances (Give Details)</b>	<b>Nature of work (Please attach of requirements)</b>

**Gaps in employment history:**

Please provide a brief explanation for any time when you were neither working nor in full-time education:

**Employment matters:**

Has your current or any previous employer instituted disciplinary proceedings against you which have resulted in a warning, suspension, discharge or other disciplinary action?

If YES, please give details, including any pending proceedings, on a separate sheet.

**Education matters:**

Have you ever been debarred or punished for adopting unfair means in any examination conducted by any institution or agency?

If YES, please give details, including any pending proceedings, on a separate sheet.

**Other Information:**

How many days' notice must you give to your current employer?

What is the minimum basic pay acceptable to you?

Have you applied for any other post of the University? If so, state the name of the post and date when applied:

Are you willing to be considered for a position at a lower level?

If you are disabled or handicapped, please provide details. Please indicate any special enabling arrangement you may need to attend an interview, if shortlisted.

If you have any serious health problems or have a history of health problems, please give details.

Have you been convicted by the Courts, cautioned, reprimanded or warned for any criminal offence (either in India or abroad)? If yes, please give details.

**Supporting Statement:**

In support of your application, please attach a statement giving your reasons for applying for this post, explaining how you feel you meet the requirements of the job and indicating briefly how you could contribute in the institution building including any information which you consider relevant to this application, particularly if you have multi-tasking skills, high degree of professional commitments and can work in a highly competitive and challenging work culture

**References:**

Please provide the names and contact details of two persons who can provide references relating to your suitability for this post. One of the referees must be your current / most recent employer. References from friends or relatives will not be accepted.

**First Referee:****Name:****Postal address with PIN No. :****Position / Occupation :****Email:****Work phone number (with STD Code):****Mobile No.:****Fax (if any) :****Second Referee:****Name:****Postal address with PIN No. :****Position / Occupation :****Email:****Work phone number (with STD Code):****Mobile No.:****Fax (if any) :**

## ADDITIONAL INFORMATION

**Family Background:**

**Father's/ Spouse Name:** \_\_\_\_\_

**His/ Her Qualification:** \_\_\_\_\_

**Occupation/ Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Mobile No.:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Computer Proficiency:**

	Please Specify	Proficiency Level
<b>Operating System</b>		
<b>MS Office</b>		
<b>Application Packages</b>		
<b>Internet Browsing</b>		

**Reason for change** (if already employed):

**Strengths** (not exceeding 4 lines) -- Please identify your major strength, and how do you propose to build on these strengths:

**Weaknesses** (not exceeding 4 lines) -- Please identify your major weaknesses, and how do you propose to overcome these weaknesses:

**Career Goals and Aspirations:**

*(Please identify your Short terms (5 years) and Long terms (10 years) Goals)*

**Short-term goals:**

**Long-term goals:**

**ALL APPLICANTS MUST SIGN THE DECLARATION BELOW**

**Declaration:** The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment will be conditional upon satisfactory screening of my application. I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds enough for rejecting this application or subsequent dismissal, if employed, by the ICFAI University Nagaland. I have enclosed self-attested copies of documents (relevant certificates, degrees, testimonials etc.) in support of my application.

I agree to the above declaration (please tick)

**Place:** \_\_\_\_\_

**(Signature of Applicant)**

**Date:** \_\_\_\_\_

**----Candidate already employed should submit application through his/her employer----**

The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity in Government/Semi Government/ Public Sector undertakings/ State/ Central Universities/ Autonomous body, failing which the application is liable to be rejected.

**ENDORSEMENT OF THE EMPLOYER**

**Ref. No.**.....

**Date**.....

1. The application of \_\_\_\_\_ is hereby forwarded with the remarks that we have no objection to his/her application being considered.

Certified that the information given by the applicant in this application form has been checked/ verified and found to be correct with reference to his/her service records.

**Signature of the forwarding Officer  
(With Office Seal)**

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