



SIKKIM UNIVERSITY

[A Central University established by an Act of Parliament of India, 2007]
6th Mile, Samdur, P.O. Tadong, Gangtok-737102, Sikkim
Tel: 03592-251403/251415; Fax: 03592-251067

Website: www.cus.ac.in

APPLICATION FORM

LEGAL RETAINER

(FILL ALL INFORMATION IN BLOCK LETTERS)

Paste a passport size photograph. Self attest it with some part of the signature on the photo and the application

Application for the post of _____

- 1. Advertisement No. & Date :
- 2. Name of the Applicant :
- 3. Father's name / Husband's name :
- 4. Telephone/Mobile number :
- 5. E-mail ID :
- 6. Date of Birth :
- 7. Present address for correspondence :
- 8. Permanent Home Address :
- 9. Place of birth : District: State:

10. Academic Qualification along with attested copies of certificates (If required, attach extra sheets):

Sl. No.	Examination passed	Division with % of marks	Subject	Year of passing	Board/ University	Distinction achieved, if any	Regular/ Correspondence course
1	Secondary/Matriculation						
2	Inter/Senior Secondary (10+2)						
3	B.A/B.Sc./B.Com. (Honours/General)						

4	M.A/M.Sc./M.Com.						
5	M.Phil./Ph.D.						
7	MBA						
8	LLB						
9	LLM						
10	Any other professional courses						

11. Whether belongs to [strike out whichever is not applicable]:

- a) Scheduled Caste# : Yes/No
- b) Scheduled Tribe# : Yes/No
- c) Other Backward Class* : Yes/No
- d) Differently-abled# : Yes/No Percentage of disability:
- e) None of the above : Yes/No

Please attach a copy of certificate issued by competent authority

*As per the list recognized and notified by the Government of India and those who do not come under Creamy Layer.

12. Work Experience:

Sl. No.	Post held (Regular/Contract */Ad-hoc*	Employer	Last pay drawn with pay scale	Nature of assignment	Period with dates

*If on contract or *ad-hoc* please mention the broken spell.

13. Technical qualification(s), if any:

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14. Language(s) Known:

- i. Read
- ii. Write
- iii. Speak

15. Name and address of three referees, who should be responsible persons, not related to the candidate but well acquainted with her/his work.

Sl. No.	NAME	ADDRESS	TEL. NO.	E-MAIL
1.				
2.				
3.				

16. State briefly why do you consider yourself fit for the post applied for.
[Use Separate sheet if necessary and enclose]:

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17. a) Have you ever been dismissed from service?

Yes/No

b) Have you ever been arrested/prosecuted/kept in detention/bound down/fined/convicted by a court of Law or whether any case is pending against you in a Court of Law?

Yes/No

c) Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution?

Yes/No

d) If the answer to any of the above question is 'Yes' give details:.....

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18. DECLARATION

I, Smt./Kum/Sh.
..... certify that all
the above mentioned information given by the undersigned is correct and
complete to the best of my knowledge and belief. I am not aware of any
circumstance which may impair my fitness for employment in **SIKKIM
UNIVERSITY** and if any time any entry is found to be incorrect, suitable
disciplinary action may be taken against me.

Date:

Signature of the Applicant

19. Details of enclosures:

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

h) _____

i) _____

j) _____

k) _____

SUMMARY SHEET

SPACE FOR OFFICIAL PURPOSE ONLY

Paste (do not staple)
a recent passport
size photograph
[of Applicant]

[TO BE COMPULSORILY FILLED IN BY THE APPLICANT]

Name:	
Post applied for:	
Date of Birth:	
SC/ST/OBC/DA/None :	
Place of Birth:	
<u>Educational Qualifications:</u>	
Secondary/Matriculation:	
Inter/Senior Secondary [10+2]:	
B.A/B.Sc./B.Com.:	
M.A/M.Sc./M.Com.:	
M.Phil./Ph.D.:	
<u>Professional Qualification:</u>	
(MBA/LLB/MCA):	
LLM	
Any Other qualification:	
Current Employment and Full Address of the Institution:	
Work Experience (only full- time) [in yrs]	1. _____ 2. _____ 3. _____ 4. _____
Experience in Educational Institution /University/Research:	
Administrative Experience [No. of years]:	
Brief Detail:	
Professional Training Attended [in No.]	
Brief Detail:	
Suitability of the Candidate for the Post [self declaration]	
Other Information [if any]	
Remarks <i>(for Official purpose only)</i>	

I, Smt./Kum/Sh. hereby certify that the information given above are true to my knowledge and belief. In case at any stage it is found that the information given by me is false/incorrect, Sikkim University shall have the right to reject my application/candidature.

Date:

Signature of the Applicant