Form-II

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Centrally funded Institute and Established by Ministry of H.R.D., Govt. of India.)

Office: GKCIET, Vill & Post: Kotwali, Dist: Malda, Pin- 732144, West Bengal

(APPLICATION FOR NON-FACULTY POSTS)

Please read the information carefully on website prior to filling up this application form. You may use separate sheet/s wherever required.

Advertisement No. & Date: ………………………………………………………………………

Details of Bank Draft Enclosed: DD No: ……………………Dt ……………. Amt: Rs. 300/-

Name of the Bank:……………………………………………

Post applied for :……………………………………………………………….

………

1.	Name in Full (BLOCK LETTERS) (As in the SSLC Certificate)					
2.	Father's/Husband's Name					
3.	Whether belonging to OC/SC/ST/OBC/PH (Attach Certificate)	OC	OBC	SC	ST	PH
		(Please tick in appropriate box)				

4.	Date of Birth	D	D	M	M	Y	Y	Y	Y

5.	Age (As on Date)	
6.	Nationality	
7.	Gender Male / Female	
8.	Marital Status Married / Unmarried / Divorced	
9.	Postal Address for correspondence(with Phone No. Mobile & E-mail ID)	
10.	Permanent Address With Phone no. and Mobile (Mention State/UT to which you belong) PS:	

11. Educational Qualification (from matriculation onwards)

Sl. No	Examination Passed	Name of the University/Board	Year of Passing	Subject/Specialization	% of Marks/Grade(CGPA)	Division / Class

12. (a) Post held at present:

Post held at present	Date of Appointment	Nature of the Post (Temporary/Probation/Permanent)	Name & Address of Employer**

** Copy of appointment order to be attached.

(b)   Present Pay Scale: ……………………………………… AGP:…………………………… Any other Pay:……………………………

Basic Pay:……………………………………… Dearness Allowance:…………………. Gross Emolument:………………………

(c) Type of organization (Government/Semi-Government/Govt. Aided/Autonomous Body/private etc.)

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13. Professional Experience (In the reverse chronological order)

Sl. No.	Name of the Employer	Post held	Period of Employment		Pay Scale and Basic Pay drawn	Total Emolument	Reasons for Leaving
			From	**To**			

14. Please give details of three referees (not related to the candidate) at least one should be the current employer:

Sl. No.	Name	Designation	Full Address	Contact No. & E-mail ID

15. Any other relevant information:………

DECLARATION

I hereby declare the statements made in this application are true to the best of my knowledge and belief. I understand that misleading or wrong information supplied may lead to summarily rejection of application/appointment (if found subsequently)

………………………………………………………….

Date: **(Signature of the Applicant)**

Place:

Forwarded through Head of the Institute/Organization

The application of Mr. / Ms. …………………………………………………………………………………………. For the post

of……………………………………………………………………………. At Ghani Khan Choudhury Institute of Engineering & Technology, Malda is forwarded.

Date:

Place: **.…………………………………………………………**

                                   (Signature and seal of the forwarding Authority)

Summary Sheet for Non-Teaching Posts

Ghani Khan Choudhury Institute of Engineering and Technology

Office: GKCIET, Vill & Post: Kotwali, Dist: Malda, Pin- 732144, West Bengal

(To be filled by the candidate)

1. Name of the Candidate   :

2. Post applied for   :

3. Educational Qualification :

Sl. No.	Certificate/ Degree	Name of the Institute / University	Year of Passing	% of Marks/ Grade		For Office use
1.	. SSLC					
	Higher Secondary					
	Diploma/Certificate					
	U.G.					
	P.G.					
	Ph.D.					
2.	Experience (in years / months)					
	Post held	Organization	Years / Months	Salary Drawn		
3.	Computer Skills e.g. M.S Office, tally, Auto Cad, Hindi Typing					
4.	Any other relevant Qualification					

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(Signature of the candidate)