



**Application Form for Hostel Warden-cum-Supervisor
(On Contract Basis)**

For office Use: Application No.....

Name of Applicant: _____ (in Block Letters)	Affix a recent passport size photograph with signature on the photograph
1. Father's/Mother's/Spouse's Name: _____	
2. Date of Birth: ____/____/____ Age as on 01.06.2017 ____ yrs ____ months	
3. (a) Gender (M/F): _____ (b) Marital Status: _____	
4. Nationality: _____	
5. Category (SC/ST/OBC/DAP/General): _____	
6. Mailing Address: _____ _____ Tel. No. _____ Mobile: _____ Fax No. _____ E-mail: _____	
7. Permanent Address: _____ _____ _____ Tel. No. _____ Mobile: _____	

8. Details of Educational / Technical Qualifications. Please attach self-attested copy of Doctoral Degree:				
Examination Passed	University / College / Board	Subjects Taken	Year of Passing	Percentage of Marks / CPI

9. Details of previous Employment:							
Working experience in Hospitality industry							
S.No.	Position held	Organization/Institute	Date of Joining	Date of Leaving	Total Period		Last Pay & Scale of Pay/ Pay Band
					Years	Months	

10. Details of Prizes/Medals/ Awards /Honors in Hospitality, if any:	
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11. Relevant details of Special Training(s) / Assignment(s), if any:	
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12. Other Details:	
a. Have you ever been declared medically unfit or asked to submit resignation or discharged/dismissed?	YES / NO. If yes, give details in a separate sheet
b. Any special Remarks regarding qualifications or experience, etc which have not been included under the heads given above to highlight your skill.	

13. References: Give the Name, designation and address, Email, & Phone No. of two Referees who are acquainted with your administrative work.
a.
b.

Declaration

I hereby declare that I have carefully read and understood the instructions and particulars advertised and that all the information provided by me in this application are true to the best of my knowledge and belief.

I certify that no disciplinary / vigilance proceedings are either pending or contemplated against me. I have not been awarded any major / minor penalty during my past service.

If, at any time, I am found to have concealed / suppressed any material / information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Place:
Date:

Name and Signature of the Candidate

General Conditions

1. The Academy reserves the right to cancel the recruitment process without assigning any reason.
2. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. No correspondence shall be entertained with candidates who are not called for interview/selected for appointment. Canvassing in any form will result in disqualification of candidature.
3. Candidates working in Government/Semi-Government Department /Public Sector Undertaking /Autonomous/ Statutory organization should apply through proper channel.
4. Copies of certificates in support of educational qualifications, date of birth and experience should be scanned and attached to the application. The candidates may be asked to produce the original certificates as and when required.
5. Applications received after the closing date or received incomplete in any respect are liable to be rejected. No representation against such rejection shall be entertained.
6. A declaration from the Company / Organization / Institution you are working / last employed in the following proforma is required to be produced at the time of interview, if you are shortlisted:

Certificate to be given by the Head of the Organization / Office

Certified that no disciplinary / vigilance / criminal proceedings are either pending or contemplated against Dr. / Mr. / Ms. He / she has not been awarded any major / minor penalty. Integrity of the officer is also certified.

Place:
Date:

(Name and Signature of the Head of the Organization / Office with Official Seal)

Checklist for Attachments

Put a (√) tick mark in YES box if the following documents are attached with your application

Sr.No	Documents attached	YES	NO
1.	Self-Attested Copies of Degree Certificates		
2.	Self-Attested Copies of Work Experience Documents (if any)		
3.	Self-Attested Copies of documents towards age proof		

(Name & Signature of Applicant with Date)
