



MOTHER TERESA WOMEN'S UNIVERSITY
(NAAC Accredited Grade B++)

Kodaikanal - 624 101



Separate application should be submitted for each post

Date:

All Applicants (Except SC/ST Candidates) should enclose a **SBI D.D** for a sum of Rs.200/- towards application registration fee (for each post)

(Enclose a spare photo in a separate cover and staple the cover with application form)

Affix photo
Unsigned
But attested
by Gazetted
officer

Advertisement No. :
Post Applied for :
Post Sl.No. :

1. Name of the Applicant in Block Letters (with Initials at the end)	Thiru./Tmt./Selvi.				
2. Sex					
3. Date of Birth and Age as in S.S.L.C.					
4. Place of Birth (District & State)					
5. Mother Tongue					
6. Religion and Nationality					
7. Community (Please Tick Mark)	O.C	B.C/ O.B.C.	M.B.C./ D.N.C	S.C.	S.T.
8. Address for Communication					
Phone No. With STD Code	Pincode : Fax No. (with STD Code) :				
E-mail ID	Mobile No. :				
9. General Educational Qualification (Start from the most recent degree and list up to SSLC)					
Std/Degree	Subject	Board	Year of Qualification	Class obtained	Grade / % age of Marks

(Enclose Xerox copy of Certificates / Marks - Grade Sheets)

9.1 Professional Qualification and Skill Set :

S.No.	Qualification / Skills	Level of proficiency	Courses qualified with name of the Institution

10. Details of Experience (Evidence to be enclosed)

S.No.	Name and Address of the Institution / Organization / Employer	Designation	Monthly Gross Emoluments Rs.	Period of Service		Duration		
				From	To	Year	Month	Date
Enclose copies of duty certificates issued by the Employer as per page No.4 Enclose a write up about the duties / responsibilities attached to each of the above posts held							YES	NO
11. Have your been Convicted by any court of law for any civil / Criminal offence ?								
12. Have you been suspended, removed or dismissed from service by any of your employees, so far ? Furnish details								
13. Name and address of two persons to whom reference about you may be made. (The persons should not be your blood relatives or employees of Mother Teresa Women's University, Kodaikanal)								

14. Name and address of two persons from whom you have enclosed your testimonials	1.
	2.

15. Any other information you would like to present for consideration in support of candidature (Use separate sheet, if necessary.)

16. D.D. Particulars (**SBI DD only**)

Name of the Bank & Branch	Demand Draft No.	Date	Amount (Rs.)

17. List of enclosures

Declaration

I hereby declare that all the information given in this application is true to the best of my knowledge and belief .

Place :

Date :

Signature

EMPLOYER CERTIFICATE

Certified that Dr. / Thiru. / Tmt. / Selvi is a temporary / Permanent / Regular employee of our institution. He / She has an experience in our Institution for year Month and Days as on as detailed below.

S.No.	Name and Address of the Institution / Organization	Post held	Scale of Pay / Salary Drawn	Basic Pay	Period of service		Duration		
					From	To	Year	Month	Date

Signature :

Name :

Office seal with date

Designation :

Instructions :

1. This University reserves its right to shortlist the candidates . 2. The University also reserves the right to fill up or not to fill up the post / posts. 3. Candidates already in service should send their application through proper channel or they should produce “**No Objection Certificates**” from the employer . 4. Knowledge of Tamil is essential (written and spoken) 5. The staff recruited is covered under new Contributory Pension Scheme.