SHRI RAM COLLEGE OF COMMERCE

(University of Delhi)

Maurice Nagar, Delhi – 110007

Phone : 27667905, 27666519 ▪ Fax : 27666510

**APPLICATION FORM FOR NON-TEACHING POSTS**

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| **1.** | **Post Applied For** | **Assistant** |
| **2.** | **Advertisement Ref.** |  |
| **3.** | **Name of the Applicant** |  |
| **4.** | **Father’s Name** |  |
| **5.** | **Date of Birth (DD-MM-YYYY)** |  |
| **6.** | **Address for Communication** |  |
| **7.** | **Phone No.** |  |
| **8.** | **Mobile No.** |  |
| **9.** | **Email ID** |  |
| **10.** | **Gender (Male / Female)** |  |
| **11.** | **Nationality** |  |
| **12.** | **Marital Status** |  |

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| **13.** | **Educational Qualifications (Secondary onwards):** |
| **Exam Passed/** **Degree Obtained** | **Board/ University** | **Passing Year** | **Percentage** |
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| **14.** | **Work Experience:** |
| **Name of Organization** | **Designation** | **Working Period** | **Salary/ Pay Scale** |
|  |  | **From** | **To** |  |
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| **15.** | **Do you know typewriting (Yes / No)** |  |
|  | **If yes, Speed in English Typing (w.p.m.)** |  |
|  | **If yes, Speed in Hindi Typing (w.p.m.)** |  |
| **16.** | **Do you have computer proficiency** **If yes, state which of the following you know and work with confidence*****(MS Word, MS Excel, MS Power Point, Handling emails, Browsing and Searching)*** |  |

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

**Name of Applicant :**

**Date :**