



Under the Management of Historic Khalsa College Charitable Society Amritsar  
 Estd. by Punjab Govt. Vide Act No. 44/2016 Under Section 3 of UGC Act, 1956

Paste Latest  
 Photograph  
 and attach 4  
 Photographs  
 in addition

Serial No. \_\_\_\_\_

**Application Form for Employment of Non - Teaching Post(s) : Regular/Adhoc/Contract (✓)**

**Note :** 1. Persons already in employment should send the applications through their employers, otherwise the form will not be entertained.

2. Incomplete Form will NOT be entertained. You may append extra sheets wherever necessary.
3. Attested copies of certificates/testimonials should be attached with the application. Original certificates must be produced at the time of interview.
4. Applicants called for interview shall do so at their own expenses.
5. Candidates should send their applications by Registered / Speed Post or deliver in person, as the case may be.
6. Character Certificate from the institution last attended and/or the last employer should be appended.

1. Post applied for.....
2. Name (in block letters).....
3. Father's Name.....
- 3A. Mother's Name.....
4. Permanent Address.....
5. Present Correspondence Address with Pin Code.....  
 .....
- Mobile No. .... E-mail ID .....
6. Date of Birth (Christian era) .....
7. Minimum pay acceptable.....
8. If selected/state when you can join/.....

9. Speed in computer typewriting      English                              Punjabi                              Hindi .....
10. Have you ever been prosecuted, kept under detention, bound down, fined or convicted by a court law or disqualified by School Board or University ? .....

**11. Educational Qualification:**

Name of Examination (s) Passed	Board/ University	Year of Passing	Subjects	Marks Obtained/ Max. Marks	% of Marks	Division/Grade Honours or Distinction (Attach Conversion formula)	Mode of Exam Passed (Regular/Part Time/Distance Education)
Matric/10th Standard							
10+2							
Graduation							
Post-Graduation							
M. Phil.							
Ph. D.							
Any other Examination passed							

Have you passed Punjabi at 10th Standard level .....

**12. Experience :**

Name of the Post held	Name of the office/department	Period from to	Grade of pay and pay last drawn	Reason for leaving the post

13. Any special qualification / Information or claim .....

14. Give the name of Literary, Cultural, Sports or similar other activities in which you are interested and hold distinction, if any, attained .....

15. For Sikh Candidates only :-

(i) Have you taken Amrit?

(ii) Do you observe Rahit Maryada?

16. Are you in receipt of any kind of pension/scholarship.....

17. Name and Address of two responsible persons who are known to the applicant and are not related to him :

Name	Occupation or position	Complete Address with Mobile Number
1.		
2.		

18. Details of Bank Draft attached, if any .....

Name of Bank	Bank Draft No.	Date	Amount

I solemnly declare and affirm that the information given above is true and correct to the best of my Knowledge and nothing has been concealed thereof. I shall be responsible for discrepancy, if any, found later on.

Place .....

Date.....

Signature of the Applicant