

Sr. No. ....

X-457-25,000 M.D.University, Rohtak  
Price Rs. 100/-(General)  
Rs.25/-(SC/BC/SBC/EBP of Haryana)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**APPLICATION FORM FOR THE NON-TEACHING POSTS**  
**(Except 'A' Class Posts)**

A passport size  
recent photograph  
of the candidate  
duly attested by a  
gazetted officer  
must be pasted  
here

Application No. ....

(To be filled in by the office)

**NOTE :**

- i. This application form and the bio-data should be properly filled in.
- ii. Attested copies of all Certificates/Testimonials should be attached. Originals will have to be shown at the time of interview.
- iii. This application should be accompanied by the University fee Receipt/Bank draft of the value of Rs. 500/- (Rs. 125/- for SC/BC/SBC/EBP of Haryana) for the posts carrying initial basic pay of Rs. 9300-34800+4200 GP and above, Rs. 300/- (Rs. 75/- for SC/BC/SBC/EBP of Haryana) for the posts carrying initial basic pay of Rs. 5200-20200+1900 GP and above but below Rs. 9300-34800+4200 GP and Rs.200/- (Rs. 50/- for SC/BC/SBC/EBP of Haryana) for remaining Class-IV posts in favour of Finance Officer/Registrar, M.D. University, Rohtak payable at SBI, MDU, Branch, Rohtak) (Bank Code No. 4734), Postal orders/Money orders will not be accepted, Women candidates are granted 50% concession in fee., Ex-Servicemen are exempted from the payment of this fee.
- iv. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed application form.
- v. Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily :
- vi. Only eligible candidates should apply for the position/post.
- vii. Use separate form for each position/post.
- viii. Prescribed qualifications may be seen on the University Website:

1. a) Post applied for \_\_\_\_\_  
(Give full and correct name of the post) \_\_\_\_\_  
b) Advertisement No. \_\_\_\_\_
2. a) Name in Full (in block letters) \_\_\_\_\_  
b) Father's Name \_\_\_\_\_  
c) Mother's Name \_\_\_\_\_
3. a) Present Postal Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
b) E.mail Address, if any \_\_\_\_\_  
c) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
d) Mobile No. \_\_\_\_\_

4. a) Date of Birth \_\_\_\_\_  
 b) Age as on last date of receipt of application (..... years..... Months)  
 c) Place of Birth \_\_\_\_\_
5. a) Nationality of the candidate \_\_\_\_\_  
 b) Do you belong to SC/BC/Ex-Servicemen/  
 Persons with Disabilities category? \_\_\_\_\_  
 (if yes, attach a certificate from the competent authority)  
 c) Male/Female \_\_\_\_\_  
 d) Marital Status (Married/Unmarried) \_\_\_\_\_  
 (if married, whether you have more  
 than one living wife/husband)
6. a) Present employment, if any, with pay & grade \_\_\_\_\_  
 (State whether on adhoc/temporary/probation/permanent)  
 b) Date of next increment \_\_\_\_\_  
 c) Name of employer \_\_\_\_\_  
 d) Have you obtained prior permission of your present employer for submitting this application?  
 \_\_\_\_\_  
 e) Basic pay acceptable, if selected \_\_\_\_\_  
 f) Period required for joining the post, if appointed \_\_\_\_\_
7. a) What is your mother tongue? \_\_\_\_\_  
 b) Name the languages both Indian & Foreign which you can read, write and/or speak. Give particulars and  
 examination(s), if any, passed in each.

| Read Only | Speak Only | Read & Speak | Read, Write & Speak | Examination(s) Passed |
|-----------|------------|--------------|---------------------|-----------------------|
|           |            |              |                     |                       |
|           |            |              |                     |                       |
|           |            |              |                     |                       |
|           |            |              |                     |                       |

8. a) Have you ever been disqualified from appearing in any University examination/undertaking University work  
 (Say Yes or No) \_\_\_\_\_  
 b) Are you a dismissed employee? (Say Yes or No) \_\_\_\_\_
9. a) Whether any criminal case has been registered against applicant ? (Say Yes/No) \_\_\_\_\_  
 b) Whether applicant has been charge-sheeted for any criminal offence? If yes, the details thereof.  
 \_\_\_\_\_  
 c) Whether applicant has been convicted by any competent court for any criminal offence? If yes, the details  
 thereof. \_\_\_\_\_
10. Bank Draft (s) Nos ..... Date ..... Amount Rs ..... OR  
 University Receipt No. .... Date ..... Amount Rs .....

**[ ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THIS APPLICATION ]**

11. **REFERENCES :** (These persons should be well acquainted with some aspect of the applicant's training  
 accomplishment, capabilities and character but must not be related to the candidate. Two  
 references should be listed and atleast one of them should be a citizen of India.
- i) Name \_\_\_\_\_  
 Occupation of Position \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ii) Name \_\_\_\_\_  
Occupation or Position \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Educational Qualifications (from Matriculation onwards)**

| Exam. Passed | Univ./Board | Year of Passing | Class or Division | Max. Marks | Marks Obtained | % age of Marks obtained (Accurate) | Distinction, if any |
|--------------|-------------|-----------------|-------------------|------------|----------------|------------------------------------|---------------------|
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |
|              |             |                 |                   |            |                |                                    |                     |

**Note :- Attested copies of certificates in support of qualifications be attached.**

- 13\* (a) Computer Typing Speed : ENGLISH ..... HINDI .....  
(b) Shorthand Speed : ENGLISH ..... HINDI .....

\* Applicable for the posts of Steno-Typist/Clerk-cum-Junior Data Entry Operator etc.

**14. Experience (Give particulars concerning all periods of employment)**

| Name of Employer/<br>Institution | Designation of the Post held<br>and its pay scale | Duration of<br>appointment |    | Basic Pay &<br>Allowances<br>separately | Reasons for<br>leaving |
|----------------------------------|---|----------------------------|----|---|------------------------|
|                                  |   | From                       | To |   |                        |
|                                  |   |                            |    |   |                        |
|                                  |   |                            |    |   |                        |
|                                  |   |                            |    |   |                        |
|                                  |   |                            |    |   |                        |
|                                  |   |                            |    |   |                        |
|                                  |   |                            |    |   |                        |

**15. Give Particulars of Prize, Medal and Merit won, distinction, if any :-**

- i) \_\_\_\_\_ ii) \_\_\_\_\_  
iii) \_\_\_\_\_ iv) \_\_\_\_\_

**16. List of the certificates (attested copies) attached :-**

- i) \_\_\_\_\_ ii) \_\_\_\_\_  
iii) \_\_\_\_\_ iv) \_\_\_\_\_  
v) \_\_\_\_\_ vi) \_\_\_\_\_

17. Additional information, if any, including computer knowledge etc.

.....  
.....  
.....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in the M.D. University, Rohtak.

Place .....  
Date ..... (Signature of the Candidate)

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Miss/Mrs./Shri/Dr. .... who is at present working as  
.....in the ..... (Deptt./Organisation)  
is recommended and forwarded for consideration for the post of ..... to the Registrar,  
M.D. University, Rohtak. In case, he/she is selected for employment in the M.D. University, Rohtak, he/ she will be  
relieved of his/her present position

Place ..... Signature of the Head  
Date .....