



# Jamia Millia Islamia

(A Central University)  
NAAC Accredited Grade "A++"  
Jamia Nagar, New Delhi-110025

## **PROFORMA**

(To be filled and submitted along with the Employment Application Form)

Advertisement No. & Date : \_\_\_\_\_

Post applied for : \_\_\_\_\_ Sl. No. \_\_\_\_\_

Deptt./Office : \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_

Date & Amount of fee deposited : \_\_\_\_\_  
**(Plz attach payment slip)**

User's Bank & Branch Name : \_\_\_\_\_

Transaction No./ID/Ref. No. : \_\_\_\_\_  
UTR No./UPI No.

Valid Email (Capital Letter only) : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Dated : .....

.....  
(Signature of Applicant)

Affix  
recent passport size  
photograph  
here



# JAMIA MILLIA ISLAMIA

(A Central University)

**NAAC Accredited Grade "A++"**

Jamia Nagar, New Delhi-110025

**For office use only**

Application fee paid

Eligible

Yes

No

Sign .....

## APPLICATION FORM FOR APPOINTMENT ON THE NON-TEACHING POSITION

1. Candidate's Full Name


2. (i) Advt. No.:

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Dated:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(ii) Post applied for: .....

(iii) Deptt. / Office: .....

3. Father's / Husband's  
Name in Full

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4. Address:

(i) Correspondence:

(ii) Permanent:

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.....  
.....

Pin: .....Mobile No: .....

Pin: .....Mobile No: .....

Email Id: (in Capital letter) ..... Nationality .....

5. Date of Birth: (Based on Matriculation/Hr. Sec. School Certificate)

Date 

--	--

 Month 

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 Year 

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6. Category GEN ☐ S.C. ☐ S.T. ☐ O.B.C. ☐ PWDs (Divyangjan) ☐ (Please tick the correct box)

7. Marital Status: Married ☐ Unmarried ☐ Widow ☐

8. Educational Qualifications: (Enclose the self-attested copies of all the Degrees, Marksheets, Certificates, etc.)

S. No.	Qualifications*	Board / University	Year	Div. / %age	Subjects
1	Matric/S.S.C.				
2	Inter./Sr. Secondary				
3	B.A./B.Com./B.Sc./B.E./B.Tech.				
4	M.A./M.Com./M.Sc./M.E./M.Tech.				
5	M.Phil.				
6	Ph.D.				
7	N.E.T.				
8	Others				

\* Strike out which is not applicable (Attach enclosures, if necessary)

**9. Details of Work Experience:-**

S. No.	Particulars of the Post	Period of Service			Pay Level	Name and Address of the Employer
		From	To	Total Period		

**10. If employed presently, furnish the following details:-**

(i) Pay Level ..... (ii) Basic Pay Rs. .... (iii) Allowances Rs. ....

(iv) Total Rs. .... (v) Date of next increment .....

**11. If appointed, time and notice required for joining the post:-****12. Name of two referees:-**

S. No.	Name of Referee	Address of the Referee	Period for which the referee is known to the candidate
1.			
2.			

**UNDERTAKING**

I have read the applicable guidelines, which are binding. I do hereby solemnly affirm and declare that the information given in the application, the statements made and the supporting documents enclosed with this application form are true and correct to the best of my knowledge and belief. If any information given by me in this application form is found to be fake, misrepresented or concealed, my candidature/appointment is liable to be rejected and I may be subjected to the legal/disciplinary proceedings.

Place: .....

Date: .....

(Signature of the Candidate)

**If employed, remarks of the Forwarding Authority.****Attach separate sheet, if required.**

Signature.....

Name .....

Designation.....

Address.....

Place.....

Date.....

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Advt. No..... Date .....

Particulars of Dr./ Mr./Mrs./Ms. ....

Name, Address and Contact No. for correspondence	Date of Birth, Mother Tongue & Other Languages	Academic Qualifications				Details of Work Experience			
		Exams.	Board / University	Year	Percentage/ CGPA	Employer	Post & Level	From-To	Total Years
Name:-	Date of Birth: .....	10 <sup>th</sup> Passed							
Address for correspondence:-	(as on 31.07.2025) Age: .....Years	12 <sup>th</sup> Passed							
	Mother Tongue: .....	Graduation .....							
Post applied for:-	Other Languages: .....	Post Graduation .....							
Mobile:-									
Email id (in capital letter):-	Category (Gen/OBC/SC/ST/PwBD) :-	Others:- ..... .....							

Date: .....

(Candidate's Signature)

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Jamia Nagar, New Delhi-110025

## **ACKNOWLEDGEMENT**

Received an application from Dr./Mr./Mrs./Ms. \_\_\_\_\_

applied for the post of \_\_\_\_\_ in

the Deptt. / Office \_\_\_\_\_ in response to the

Advt. No . \_\_\_\_\_ Dated \_\_\_\_\_ along with payment receipt

Transaction No./ID/Ref. No./UTR No./UPI No. \_\_\_\_\_ Dated

\_\_\_\_\_

**Date:.....**

**(Signature of the Receiver)**