

# MUNSHI PREMCHAND MAHAVIDYALAYA

2<sup>nd</sup> Mile, Sevoke Road, Siliguri-734001, Phone (0353) 2522840

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## APPLICATION FORM FOR Guard/Library Peon/Lady attendant/ Electrician cum caretaker

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To  
The Principal,  
Munshi Premchand Mahavidyalaya,  
2<sup>nd</sup> Mile, Sevoke Road, Siliguri  
PIN-734001 (West Bengal).

Affix recent passport  
size coloured  
photograph signed  
by the candidate  
**(DO NOT USE  
STAPLER OR PIN)**

Sir,

I hereby apply for the post of .....  
in response to your advertisement No. .... dated  
..... . The requisite particulars are given below in the prescribed  
Proforma complete in all respects, are being submitted.

Yours faithfully,

Date :

.....  
(Signature of the Applicant)

### **BIO-DATA**

1. Name in full (in Block letters) .....

2. Address for communication (in block letters) with pin code :

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

E-mail : ..... Mobile : .....

3. Permanent Address :

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

4. Date of Birth : ..... (as per Birth/School/Madhyamik Admit/Equivalent Certificate)

5. Name of Father : .....

6. Name of Mother : .....

7. Nationality : .....

8. Whether belongs to SC/ST/OBC-A/OBC-B : .....  
(Please mention the name of the Caste/Tribe)

9. Whether Differently Abled : Yes / No

10. Marital Status : (a) Single/Married : .....

(b) Name of Spouse : ..... (if married).

11. Educational Qualifications : .....

12. Professional Experience : .....

13. Details of employment in chronological order (Gaps, if any, should be explained) :

Employer	Post held (mention if permanent or temporary)	From	To	Length of Service (As on 01/12/2018)	Salary	Remarks

14. Information regarding computer proficiency and experience :

.....  
.....

15. Additional information, if any : .....

.....

16. Draft Amount : .....

Draft No. ....

Date : .....

Name of Bank & Branch : .....

.....

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date :

Place :

.....

(Signature of the Applicant)

**N.B. : Enclose the following :**

- a. **1 (One) Set of self-attested copies of all Marksheets, Certificates & Testimonials.**
- b. **2 (Two) Sets of filled-up applications in prescribed format.**

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**For office use only**

**Receipt**

Received the Application Form from..... for the post of ..... vide Sl. No. .... He/ She will be called for interview today (i.e. on.....) or on ..... depends upon the progress of the interview process.

**Authorised Signatory  
Munshi Premchand Mahavidyalaya**

## **General Information to the candidates:**

- 1) No application except in prescribed Application Form will be considered.
- 2) Incomplete application will not be entertained.
- 3) No TA/DA shall be paid to the candidates for attending the interview.
- 4) The college shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated
- 5) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify/withdraw/cancel any communication made to the candidates.
- 6) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.
- 7) In case of any disputes, any suites or legal proceedings against the college, the jurisdiction shall be restricted to the Calcutta High Court.
- 8) For being considered as belonging to SC/ST/OBC-A/OBC-B/PH Category, only Certificates issued by component authority will be treated as valid documents.
- 9) Attestation of all annexed testimonial of all documents should be done by the candidates himself/herself only signing him/her full name on the encloses documents. Do not sign in Capital/block letters.

**N.B : No Telephonic queries will be entertained in this regard.**

**(Dr. Dilip Kumar Das)**  
**Principal,**  
**Munshi Premchand Mahavidyalaya**