



# School of Planning and Architecture: Vijayawada

(An institution of National Importance under Ministry of Education, Govt. of India)  
Sy. No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

Application No.   
(For office use only)

## Application for Non-Teaching staff (purely on contract basis)

Please read the instructions before filling the application form.

Please affix recent  
self attested  
passport  
photograph

Advertisement No. \_\_\_\_\_ , Dated: \_\_\_\_\_ .

Name of the Post applied for: \_\_\_\_\_

1. Name: (In Block Letters) : \_\_\_\_\_

2. Father`s Name : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_ 2 (a). Age : \_\_\_\_\_

4. Address for Communication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin : \_\_\_\_\_ STD Code: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_

\*Email : \_\_\_\_\_

(\* E-mail is essential to be quoted)

5. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin : \_\_\_\_\_ STD Code: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_

\*Email : \_\_\_\_\_

(\* E-mail is essential to be quoted)



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6. Married:  Single :

7. Nationality :

8. Educational Qualification: (Attach self-attested copies of certificates) (starting from highest qualification)

S.No.	Examination passed	Name of the University/Board	Division with percentage of marks obtained	Year of passing	Subjects

9. Any other higher Qualifications: (Attach attested copies of certificates)

S.No.	Examination passed	Name of the University/Board/Institute	Division with percentage of marks obtained	Year of passing	Subjects



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10. Experience ,if any : (Attach a separate sheet, if necessary)  
(Starting from present position)

Employer's Name and Address	Designation	Permanent/ Contract	Scale of pay/Basic Pay	Total emoluments	Length of experience		Nature of work
					From	To	

11. Referees: (Attach two reference letters)

(These should be persons resident in India and holders of responsible position, and should be intimately acquainted with applicant's character and work, but must not be relations.)

- |              |         |              |         |
|--------------|---------|--------------|---------|
| i) a) Name   | : _____ | ii) a) Name  | : _____ |
| b) Position  | : _____ | b) Position  | : _____ |
| c) Address   | : _____ | c) Address   | : _____ |
|              | _____   |              | _____   |
| d) E-mail    | : _____ | d) E-mail    | : _____ |
| e) Phone No. | : _____ | e) Phone No. | : _____ |
| f) Fax       | : _____ | f) Fax       | : _____ |



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12. (a) Post held, if any, at the time of sending the application with date of appointment (State whether permanent, or temporary) :  
(b) Name of Employing Authority :
13. Have you been imprisoned by and Court of Law for any criminal or civil act? If so, give details:
14. Are you related to anybody employed in School of Planning and Architecture, Vijayawada presently. YES/NO:  
If YES, indicate (i) Name of employee :  
(ii) Nature of Relationship:  
(i.e. Parent, Child, Sibling, Cousin, Uncle, Aunt, Nephew or Niece of self or of Spouse)
15. Any other information:

### **APPLICANT`S DECLARATION**

- (a) I hereby declare that the information provided in this application form is true to the best of my knowledge and belief. I have satisfied myself that I fulfill all the eligibility requirements.
- (b) I shall submit myself to the disciplinary jurisdiction of the competent authorities of the School who may be vested with the authority to exercise discipline under the Act/Statutes/Ordinances and the Rules applicable to the School.
- (c) I agree that the decision of the School on all matters will be final and binding on me.



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(d) I understand that my association active or passive with any unlawful organizations is forbidden.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant

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**(For candidates working in Government/Statutory Bodies only)**

Forwarded with the remarks that the facts stated in the above application have been verified and found to be correct and this Institution/Organization has no objection to the applicant of the applicant being considered for the post applied for. It is certified that no Vigilance/Disciplinary case is pending or contemplated or initiated against the official. The integrity of the official is certified.

Forwarded:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of the Forwarding Authority

Designation : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone : \_\_\_\_\_

Email ID : \_\_\_\_\_



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### **List of Enclosures:**

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