

**SIKKIM UNIVERSITY**

[A Central University established by an Act of Parliament of India, 2007]

6th Mile, Samdur, P.O. Tadong, Gangtok-737102, Sikkim

Tel: 03592-25**1403**/251415; Fax: 03592-251067

Website: [www.cus.ac.in](http://www.cus.ac.in)

APPLICATION FORM

LEGAL RETAINER

(FILL ALL INFORMATION IN BLOCK LETTERS)

*Application for the post of*

Paste a passport size photograph. Self attest it with some part of the signature on the photo and the

application

1. Advertisement No. & Date : ………………………………………………………

2. Name of the Applicant : ……………………………………………………..

3. Father’s name / Husband’s name : ………………………………………………………

4. Telephone/Mobile number : ………………………………………………………

5. E-mail ID : ………………………………………………………

6. Date of Birth : ……………………………………………………....

7. Present address for correspondence : ………………………………………………………

………………………………………………………

8. Permanent Home Address : ………………………………………………………

………………………………………………………

9. Place of birth : District: ………… State: ….……

Country:………….. Pin Code:........

10. Academic Qualification along with attested copies of certificates (If required, attach extra sheets):

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Examination passed | Division with % of marks | Subject | Year of passing | Board/ University | Distinction achieved, if any | Regular/ Correspo  -ndence course |
| 1 | Secondary/Matriculation |  |  |  |  |  |  |
| 2 | Inter/Senior Secondary  (10+2) |  |  |  |  |  |  |
| 3 | B.A/B.Sc./B.Com. (Honours/General) |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4 | M.A/M.Sc./M.Com. |  |  |  |  |  |  |
| 5 | M.Phil./Ph.D. |  |  |  |  |  |  |
| 7 | MBA |  |  |  |  |  |  |
| 8 | LLB |  |  |  |  |  |  |
| 9 | LLM |  |  |  |  |  |  |
| 10 | Any other professional courses |  |  |  |  |  |  |

11. Whether belongs to [strike out whichever is not applicable]:

a) Scheduled Caste# : Yes/No b) Scheduled Tribe# : Yes/No c) Other Backward Class\* : Yes/No

d) Differently-abled# : Yes/No Percentage of disability: …………...…

e) None of the above : Yes/No

# Please attach a copy of certificate issued by competent authority

\*As per the list recognized and notified by the Government of India and those who do not come under Creamy Layer.

12. Work Experience:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Post held  (Regular/Contract  \*/Ad-hoc\* | Employer | Last pay drawn with pay scale | Nature of assignment | Period with dates |
|  |  |  |  |  |  |
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\*If on contract or *ad-hoc* please mention the broken spell.

13. Technical qualification(s), if any: …………………………..………………………………..

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14. Language(s) Known:

i. Read ii. Write iii. Speak

15. Name and address of three referees, who should be responsible persons, not related to the candidate but well acquainted with her/his work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | NAME | ADDRESS | TEL. NO. | E-MAIL |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

16. State briefly why do you consider yourself fit for the post applied for.

[Use Separate sheet if necessary and enclose]:

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17. a) Have you ever been dismissed from service? Yes/No

b) Have you ever been arrested/prosecuted/kept in detention/bound down/fined/convicted by a court of Law or whether any case is pending against you in a Court of Law? Yes/No

c) Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution? Yes/No

d) If the answer to any of the above question is ‘Yes’ give details:………………………………………………………………………………………………….

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18. DECLARATION

I, Smt./Kum/Sh. ………………………..……………………………………………..……. certify that all the above mentioned information given by the undersigned is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in **SIKKIM UNIVERSITY** and if any time any entry is found to be incorrect, suitable disciplinary action may be taken against me.

Date: Signature of the Applicant

19. Details of enclosures:

a)

b)

c)

d)

e)

f)

g)

h)

i)

j)

k)

**SUMMARY SHEET**

**SPACE FOR OFFICIAL PURPOSE ONLY**

Paste (do not staple) a recent passport size photograph

[of Applicant]

**[TO BE COMPULSORILY FILLED IN BY THE APPLICANT]**

|  |  |
| --- | --- |
| Name: | |
| Post applied for: | |
| Date of Birth: | |
| SC/ST/OBC/DA/None : | |
| Place of Birth: | |
| **Educational Qualifications**:  Secondary/Matriculation: | |
| Inter/Senior Secondary [10+2]: | |
| B.A/B.Sc./B.Com.: | |
| M.A/M.Sc./M.Com.: | |
| M.Phil./Ph.D.: | |
| **Professional Qualification:**  (MBA/LLB/MCA): | |
| LLM | |
| Any Other qualification: | |
| Current Employment and Full Address of the Institution: | |
| Work Experience  (only full- time) [in yrs] | 1. 2.  3. 4. |
| Experience in Educational Institution /University/Research: | |
| Administrative Experience [No. of years]:  Brief Detail: | |
| Professional Training Attended [in No.]  Brief Detail: | |
| Suitability of the Candidate for the Post [self declaration] | |
| Other Information [if any] | |
| Remarks *(for Official purpose only)* | |

***I, Smt./Kum/Sh. …………………………………………………………………………………………… hereby certify that the information given above are true to my knowledge and belief. In case at any stage it is found that the information given by me is false/incorrect, Sikkim University shall have the right to reject my application/candidature.***

**Date: Signature of the Applicant**