

APPLICATION FOR THE POST OF LIBRARIAN

To,
The Director,
Pratibha Institute of Business Management,
 Chinchwad, Pune 411019.

Sir,

I wish to apply for the post of Librarian,

Particulars about me are given below:

1. a) Full Name : _____
(Surname) (First Name) (Middle Name)

b) Father's Name in Full: _____

c) Mother's Name: _____

2. Name before marriage (If Applicable) : _____

3. Address for Correspondence: _____

4. Permanent Address: _____

5. Contact Details: Mobile: _____
 Email ID : _____

6. Date of Birth: _____ Age: _____
 Place of Birth: _____ Dist.: _____

7. Gender: _____ Marital Status: _____

8. Category: (Mark ✓ in appropriate square)

| | | | | | | | | |
|-------|-------|--|-----|--|-------|--|-------|--|
| Open | SC | | ST | | DT(A) | | NT(B) | |
| NT(C) | NT(D) | | SBC | | OBC | | Other | |

9. Mother Tongue: _____

10. Can you deliver Lecturers through English? : Yes No

11. Educational Qualifications:

| Examination Passed | University/ Board | Year of Passing | Special Subject offered | Marks Obtained / Out of | % Of Marks | Class Division Grade |
|---------------------------|-------------------|-----------------|-------------------------|-------------------------|------------|----------------------|
| S.S.C | | | | | | |
| HSC/PD(Arts/Sci/Com) | | | | | | |
| B.A./B.Sc./B.Com/BBA etc. | | | | | | |
| M.A./M.Sc./M.Com/MBA | | | | | | |
| B. Lib. | | | | | | |
| M. Lib. | | | | | | |
| B. Ed./M. Ed/Etc. | | | | | | |
| M. Phil. | | | | | | |
| Ph. D. | | | | | | |
| NET / SET | | | | | | |
| Other | | | | | | |

12. Experience:

a) Teaching:

| Sr. No. | Name of the Institute/College | Full Time/ Part Time / CHB | Period | | No. of Years |
|---------|-------------------------------|----------------------------------|--------|----|--------------|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

b) Other Experience:

| Sr. No. | Name of the Institute/College | Post | Period | | No. of Years |
|---------|-------------------------------|------|--------|----|--------------|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |

c) Seminars / Workshops attended:

d) Orientation Course attended:

e) Papers / Books published:

11. Extra Curricular activities:

12. Anything else that you would like to say about yourself:

I declare that the information given by me in the application form and in the attached sheet (if any) is true to the best of my knowledge.

Date :

Applicant's Signature

Place:

Roll No:

INSTRUCTIONS:

- 1) Use extra sheet if necessary.
- 2) Do not enclose Originals, True Copies or Xerox copies of any testimonial, document, certificate etc.
- 3) If applicant is already in service, please forward this application through proper channel.

FOR OFFICE USE ONLY

- 1) Application received by _____ on _____.
- 2) Call letter for interview is sent by _____ on _____.
- 3) Not called for interview because: _____.
- 4) Documents verified by _____ on _____.
- 5) Interviewed on _____ by University Selection Committee
by Local selection committee
- 6) Selected: Yes / No. If yes, order of preference: _____.
- 7) Sent order of appointment by _____ on _____.
- 8) Joined the duties on _____ / not joined.

Checked by

Approved by

Principal