

**APPLICATION FORM FOR THE POST OF “WARDEN/CARETAKER”  
(ONLY FOR FEMALE APPLICANTS)**

(REG.No..... filled by NID MP)

 <b>राष्ट्रीय डिज़ाइन संस्थान</b> <b>National Institute of Design</b> <b>मध्यप्रदेश Madhya Pradesh</b>	
(An Autonomous Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)	
<b>Note: Prospective female candidates are advised to study the <b>Instructions</b> carefully and then fill up the application precisely and to the point in all respects. <b>Incomplete application will be summarily rejected.</b> Candidates may attach additional sheets, if required.</b>	
APPLICATION FORM FOR WARDEN/CARETAKER	
Advertisement No:	Affix recent passport size photograph duly signed by the candidate
Date:	

1	<b>Personal Information</b>								
	Name of Applicant (in full capitals)								
	Father's name								
	Mother's Name								
	Date of Birth & Age (As on last date of receipt of Application-proof of dob to be enclosed )		DD	MM	YY	Age	Years	Month s	Days
Nationality					Religion				
2	Category (SC/ST/OBC/General/Ex-serviceman)								
	Gender (* Post identified for female candidates only)					Marital Status			

3. Complete Postal address with Pin code

Correspondence Address						Permanent Address					
PIN CODE						PIN CODE					
Other Contact information											
Phone No with STD Code								Mobile No.			
E-mail											
Alternate E-mail											

4. Educational Qualifications (10 <sup>th</sup> Standard onwards)						
Name of Degree/Diploma	Subject / discipline	University/ Institution/Board	% of Marks	Grade/D iv.	Year of passing	
10 <sup>th</sup>						
12 <sup>th</sup> /Higher Sec						
Bachelor's degree						
Master's degree						
Desirable qualification (if any)						
Others (if any)						

5. Total Relevant Experience as on last date of Application:.....Years.....Months.....Days.

6	Details of Experience (In reverse Chronological order)(Attach extra sheet, if needed)								
	Organization	Post	Period		Duration		PB & G- Pay/Pay level	Nature of Responsi bilities	Temporary/ Regular/ Permanent Employment
From			To	Y	M				
a.									
b.									
c.									
d.									
e.	Please describe your experience in residential campus hostels of reputed national level institute of professional and higher education. (enclose separate sheet if necessary):								

7.	Details of Present employment and Employer's endorsement if applicable (Candidate may produce NOC in lieu of this endorsement at the time of Written examination)		
	Name of Organization		
	Designation		Date of Appointment
	Whether Temporary/ Regular Permanent Employment		Signature of Forwarding authority with seal and date
	Pay Level		
	Basic Pay		
	Gross Emoluments		

8	Character & Antecedents Report.	
	Particulars	Comments
a.	Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details.	
b.	Have you ever been dismissed/suspended from service/employment, if so please give full details	
c.	Were you involved in any criminal case, If yes, give full details	
d.	Is any criminal case pending against you in the court, If yes, give full details	

09. Details of Enclosures (Important: all the enclosures should be self-attested and serially numbered):

Sl. no.	Description	Page no.
a.	Application Form	
b.	Documents in support of Essential Educational qualification	
c.	Documents in support of Essential Experience qualification	
d.	Documents in support of other qualifications/ experience/ achievements	
e.	Documents in support of DoB	
f.	Category Certificate (if applicable)	
g.	NOC from employer (if applicable)	
h.	Documents in support of all other qualifications	
i.	Any other document (please describe.....)	

10. DECLARATION:

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. I undertake that If the fact that false information has been furnished or that there has been suppression of any factual information in the Application Form comes to notice at any time during the service of a person his service would be liable to be terminated.

Date:		Signature of the candidate
Place:		

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT IN GOVT. OR GOVT. BODY ON REGULAR BASIS ( TO BE ISSUED ON LETTER HEAD OF THE ORGANISATION)

Certified that Ms./Mrs ..... /Daughter of Shri. .... is a permanent employee of the department/institution/organisation since ..... The Department/Institution/organisation has no objection if she is appointed in National Institute of Design, Madhya Pradesh against the post of Warden/Caretaker.

Place: .....

Date: .....

SIGNATURE WITH SEAL OF THE HEAD OF DEPARTMENT/INSTITUTION/ORGANISATION