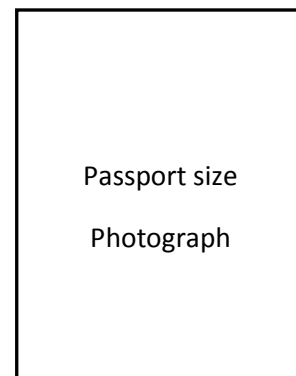


Serial No.

**GENERAL**

**DAWAKHANA TIBBIYA COLLEGE,  
ALIGARH MUSLIM UNIVERSITY.  
ALIGARH-202002**



Advt. No..... Dated .....

Name of the post Applied for .....

.....

Particulars of payment of Application fee

Sl. No.	DD/ CR		Issuing Office	Value (Rs.)
	No.	Date		

**INSTRUCTIONS TO CANDIDATES FOR APPOINTMENT**

1. All applications should be sent to the **Manager, Dawakhana Tibbiya College, Aligarh Muslim University, Aligarh**. Application received after the prescribed date will not be entertained except by special permission of the competent authority.
2. **Candidates should send their applications by Registered Post only to the Manager, Dawakhana Tibbiya College, Aligarh Muslim University, Aligarh.** Any change in the mailing address should be immediately notified to the Manager, however, Dawakhana Tibbiya College does not accept any responsibility for redirection of communication to the new address. Candidates must arrange for the redirection of Communication to their new address if any.
3. **Application fee once received shall not be refunded.**
4. (a) Candidates should send attested copies of their degrees or diploma certificates or other certificates alongwith respective marksheets of their qualification and their Matriculation or equivalent certificates in support of their declaration of age. Originals should not be sent with the application but should be produced at the time of interview.  
(b) Candidates may send copies of testimonials from persons intimately acquainted with their work and character. They must also give the names and addresses of two persons in India to whom reference can be made. If they have been in employment, they should either give their present or most or most recent employers or immediate superior as one of the referees or submit recent testimonials from them. If however, the post for which they are applying are under their present employer they must name atleast one of them as their referee, original testimonials should not be sent unless asked for.
5. Candidates already in service, whether in a permanent, Quasi –permanent or temporary capacity, must apply through their employer. They may, however, if they so desire, submit advance copies of their applications direct to the Dawakhana Tibbiya College, AMU, Aligarh. These will be considered provisionally but the original application must ordinarily reach the Dawakhana Tibbiya College, AMU, Aligarh within a fortnight after the closing date, if there is further delay in forwarding of the applications, the candidates should, if and when called for interview, bring with them the written permission of their Head of the Department or Office as the case may be. In the absence of such permission the candidates may not be interviewed.
6. **Canvassing if any form will disqualify candidate.**
7. The Dawakhana Tibbiya College reserves the right to call or not to call any candidate for interview. The summoning of candidates for interview, conveys no assurance whatsoever that they will be selected.
8. Appointment orders to selected candidates will be issued by the Dawakhana Tibbiya College. No correspondence will be made with candidates who are not selected.
9. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such Medical Examination and satisfy such Medical Authority as the Dawakhana Tibbiya College, AMU, direct.
10. Candidates are advised to satisfy themselves before applying, that they possess atleast, the essential/ desirable qualifications laid down in the advertisement.

11. After joining the service of the Dawakhana Tibbiya College, the candidates will have to abide by the Rules & Regulations of the Dawakhana Tibbiya College, Aligarh Muslim University, Aligarh, made from time to time.

Intimation about the date of interview will be sent to the candidates but the Dawakhana Tibbiya College will not be responsible for any postal delay. Such candidates may come to attend the interview on their own risk as the date of interview may be postponed. No fare will be paid by the Dawakhana Tibbiya College, AMU, Aligarh.

### Dawakhana Tibbiya College, Aligarh Muslim University, Aligarh

Post Applied For: .....

1. Candidate's Name in full Mr./ Mrs./ Miss.....
2. Father's/ Husband's Name in Full.....
3. Mother's Name.....
4. Permanent Address in full.....  
.....
5. Date of Birth (*in Christian Era*) ..... 6. Place & State of Birth.....
7. Marital Status..... 8. Nationality.....
9. Do you belong to SC/ ST/ BC? (If so, please state clearly & attach certificate in support thereof)

10. **Educational Qualifications:**

Sl. No.	Examination Passed	Subjects	Class/ Div/ with Hons. Or Distinction	%age of Marks	Name of University/ Board	Year of passing	Remark
1	2	3	4	5	6	7	8
1.	High School						
2.	Inter/ Senior Secondary						
3.	B.A./ B.Sc./ B.Com.						
4.	M.A./ M.Sc./ M.Com.						
5.	Technical/ Vocational/ Other ( <i>to be specified</i> )						
6.							

11. **Details of Employment:**

S. No.	Institute	Designation	Period		Reasons of leaving	Nature of Duties
			From	To		
1.						
2.						
3.						
4.						
5.						

12. (a) If presently employed, Basic salary and allowances (state separately):

Pay Band Rs..... Present Basic Pay.....  
 Allowances: Rs..... Present Grade Pay.....

(b) Date of next increment.....

(c) Is he/ she willing to accept the minimum initial pay in the scale? If not, the pay expected with reason

.....  
 .....

13. If appointed, joining time required from the date of appointment.
14. Any other work relevant to the qualification for the post applied for done since leaving college with date.
15. Name of any post with particulars, for which the applicant may have already applied but which has not yet been disposed off.
16. Name of not more than three persons intimately acquainted with his/ her work and character from whom copies of testimonial are enclosed:  
 (1) .....  
 (2) .....  
 (3) .....
17. Name and addresses of the two referees, who should be responsible persons, not related to the candidate but well acquainted with him/ her in private life, and not connected with his/ her school or college. If employed, one of the following referees should be present or most recent employer.

S. No.	Name & Designation of referees	Full address, with Phone/ Fax No.	Period for which he has known to the candidate
1.			
2.			

18. 1. (i) 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?  
 (ii) 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 education institution?
2. If the answer to any of the above question is 'Yes' give details:  
 .....  
 .....  
 .....

Additional remarks\*  
 (\*Applicants may mention any special qualification or experience which do not fall under the above heads.)  
 Also state briefly why do you consider yourself fit the post applied for. Use separate sheet and enclose, if necessary.  
 .....  
 .....  
 .....  
 .....

**19. DECLARATION**

I ..... hereby solemnly declare on oath that entries made by me in above columns are true to the best of my knowledge and belief and if at any time any entry is found incorrect, disciplinary action may be taken against me.

Signature of Candidate in full

Place.....

Present Address for Correspondence .....

Date.....

.....

.....

Phone/ Fax/ Mobile No

.....

If employed, remarks of the following authority.

Place.....

Date.....

Signature.....

Name.....

Designation.....

(Office Stamp)

19. Details of enclosures:

1. DD/ Cash Receipt No..... Dated..... for Rs..... (Application Fee).

2. Photocopy of High School Certificate of ..... passed from.....

3.

4.

5.

6.

7.

8.

9.

10.