



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous Institute, Affiliated to RGPV, Bhopal)

**NAAC Accredited With A++ Grade**

**APPLICATION FORM FOR REGULAR POSITION OF TRAINING & PLACEMENT OFFICER**

## PART (A): DATA SHEET- SUMMARY

(To be filled by the candidate in block letters with their own handwriting)

**Position Applied for:** .....

### *Demand Draft Details:*

Amount : ..... DD No. : ..... Date: ..... Bank Name : .....

### *Personal Details & Correspondence Address:*

Name : ..... Father's Name : .....

Address : ..... City : ..... State : ..... Pin Code : .....

Phone : ..... Mobile No.: ..... Email : .....

### *Educational Qualifications*

Degree	Subject/Branch	Board/University/Institute.	Year	% or CGPA
10th / High School				
Higher Secondary (10+2)				
UG				
PG				
Ph.D. Broad Area .....				
Any other qualification GATE/ Equivalent / NET/ SLET				

### *Teaching/Research /Industry/work experience:*

Teaching		Industrial		Research		Other		Total Experience	
Year	Month	Year	Month	Year	Month	Year	Month	Year	Month

### *Numbers of Research Publications*

Journal (Published/Accepted)			Seminar/Conference (Published/Accepted)	
Indexing	National	International	National	International
SCI, SCI-E, Web of Science				
Scopus Indexed				
Other(Referred)				

### *Numbers of Books/IPR/Patents*

No. of Books/Books Chapter Written		Copyright/IPR/Patents (Granted)
Books	Book Chapters	National (by Government of India)

### *Number of Seminar Conference organized/attended*

Seminar/Conference/Organized		Seminar/Conferences Attended	
National	International	National	International

- Number of Government Sponsored R&D Project Completed: .....& Industry Sponsored Project Completed:.....
- Number of Ph.D. Students Guided as supervisor (Degree awarded): .....
- Total number of Consultancy Assignment Completed .....& Total Consultancy Amount ..... /-
- Number of MOOCs developed:.....
- Number of syllabus/Techniques/Methodology developed: .....

### Declaration

I hereby declare that all the information given above are true to the best of my knowledge and belief and in case it is proved otherwise, I shall be liable for dismissal.

SIGNATURE OF CANDIDATE



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR-05

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## **APPLICATION FORM FOR REGULAR POSITION OF TRAINING & PLACEMENT OFFICER**

### **PART (B): Detailed Information**

(To be filled by the candidate in block letters with their own handwriting)

Affix  
Self-attested  
Recent  
Photograph

**Position Applied for:** .....

Category : GEN/SC/ST/OBC.....(in case of reserved category please enclose certificate)

Payment details: Amount Rs:..... Bank Draft No.:..... Date :.....

Name of the Bank :.....

1. Applicant's Name in Full.....(in Block Letters)

..... (in Hindi)

2. Father's Name :.....

3. Mother's Name :.....

4. Date & Place of Birth : .....(DD/MM/YYYY) Age as on 13/11/2023: .....Year ..... Month.....Days

5. Gender :.....

6. (A) Postal Address :.....

.....

City :..... State : ..... Pin code : .....

Landline No. with STD Code : +91 \_ \_ \_ \_ \_ Mobile No.....

(B) Permanent Address :.....

..... City

:..... Pin code : .....

Landline No. No. with STD Code : +91 \_ \_ \_ \_ \_ Mobile No.....

7. Email :.....

8. Nationality :..... Name of the state which you belong (Domicile) :.....

9. Marital Status :....., If Yes, Name of Spouse & Profession: .....No. of Children:.....

10. Are you physically handicapped? Yes Or No. .... If yes, Give Details.....  
(Enclose certificate)

**11. (a) Educational Qualifications:**

Examination passed	Year	Board/University/Institute.	Main Subjects	% /Division/CGPA	Encl.No.
10th / High School					
10+2/ Higher Secondary					
UG Branch..... Other.....					
PG Branch..... Other.....					
Ph.D Broad Area .....	DoS: DoA:	University/Institute : Title:			
Any other qualification GATE/ CAT/Equivalent / NET/SLET					

**DoS:** Date of Ph.D. Thesis Submission, **DoA:** Date of Award of Ph.D. Degree

**(b) Other Examinations Passed**

S.No.	Exam	Year	Subject	Percentile/Grade/Marks	Encl. No.
1					
2					
3					

**(Please attach abstract of your PG and Ph.D thesis and indicate break in studies, if any, with reasons thereof )**

12. Teaching/Work experience: (Total.....Years.....Months)

(Provide the details in chronological order)

Name of Post Held	Name of Employer	Date of Joining	Date of Leaving	Total Experience	Pay Scale	Part time / Full time	Nature of Appointment (regular / permanent /contract/ visiting faculty)	Salary Drawn	Encl. No.

**Note:** Experience will be taken into consideration only if the application is endorsed by the present employer and certificates of experience are attached. Please indicate break in service, if any with reasons thereof.

13. a) Research Experience :-

*(Enclose separate sheet of A4 size paper, if required)*

b) Administrative Experience :-

*(Enclose separate sheet of A4 size paper, if required)*

14. Professional Achievements :-

*(Enclose separate sheet of A4 size paper, if required)*

15. Provide the following details:

*(Enclose separate sheet of A4 size paper, if required)*

a) Research Publications: :-

(Please mention indexing category i.e. SCI/SCI-E/Scopus/Web of Science/Refereed Journal)

b) Projects Completed Government- Industry-

c) Number of Ph.D. students supervised :

d) Consulting Assignments Undertaken :

e) Summer/Winter School/Training Program Attended :

f) Summer/Winter School/Training Program Organized :

g) Books written :

h) Books Chapters Written :

i) Number of Patent granted by Indian Government :

j) Number of MOOCs/online courses developed :

k) Number of International conferences attended :

l) Number of Book Chapters published :

m) Number of Research paper published in International Conferences :-

n) Number of MOOC courses completed through SWAYAM/NPTEL/Other Reputed Platform

16. Achievements of last five years :-  
*(Enclose separate sheet of A4 size paper, if required)*
17. Award/Honors/Scholarship :-  
*(Enclose separate sheet of A4 size paper, if required)*
18. Give details if you have been at any time  
 a) Pronounced unfit for Government Service :-  
 b) Dismissed/Removed or debarred from Government service :-  
 c) Convicted in a criminal Court :-
19. Any other information (applicant may mention special qualification or experience benefitting them for recruitment of the service, which has not given above and also how you satisfy the recruitment of advertisement  
*(Enclose separate sheet of A4 size paper, if required)*
20. Membership of Professional bodies/Institutions :-
21. How soon would you be available to take up new appointment? :-
22. Would you like to treat your personal information in this application with enclosures as confidential for RTI Act 2005 provision (Write yes or no).....
23. A short write up (about 200 words) on why I consider myself suitable for the position applied for  
*(Give details on separate sheet of A4 size paper)*

**24. Name, Designation and address of academic references (three):**

S.No.	Name & Designation	Address

**DECLARATION**

I am aware that the selection procedure will be as per detailed advertisement for recruitment available on Institute website. Further, I declare that the decision of competent authority of Madhav Institute of Technology & Science regarding recruitment procedure, shortlisting criteria for the Interview or selection will be accepted for me.

If called for Interview, I will not claim for the change of venue or mode of Interview or written test.

I hereby declare that, I am not having any court cases/booked against me under IPC and I hereby declare that all the information given above and the supporting documents are true and correct to the best of my knowledge and belief and in case it is proved, my candidature shall be liable for dismissal.

**Applicant's Signature & Name**

Place :.....

Date :.....

**List of Enclosures attached**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

[to be submitted on the letter head of present employer (if any)]

**ENDORSEMENT**

**(The application be sent through proper Channel)**

The applicant Dr./Mr./Ms.....  
S/O/D/O/W/O.....is employed as..... in the  
department ..... in ..... (Temporary/Permanent/Regular) position  
since.....and is drawing a Basic pay of Rs. .... per month in the scale of Rs.  
.....at.....(Institute/Organization).

The.....(Institute/Organization) does not have any objection, if the candidate  
offer services under engagement of Training & Placement Officer at Madhav Institute of Technology & Science, Gwalior.

Place:.....

Date:.....

**Signature of Forwarding Officer**  
**with Designation and Stamp**