** RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : [www.rlbcau.ac.in](http://www.rlbcau.ac.in) Email-  [vcrlbcau@gmail.co](mailto:%20vcrlbcau@gmail.co)m

**APPLICATION FORM FOR THE POSITION OF COMPTROLLER**

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| **Advertisement No…………................................Date .........………**  **Post Applied for ……..................................................………………** | ***Fix your* *latest photograph and sign across*** |

1. **Personal details: Use CAPITAL LETTERS and write clearly**

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| **Name** |  | | | | | | | | |
| **Date of Birth** | **Day** | **Month** | **Year** | **Age as on date**  **of advertisement** | | | **Year** | | **Month** |
|  |  |  |  | |  |
|  | | |
| **Place of Birth** | City / Village | |  | State | | | Country | | |
|  | | |  | | |  | | |
| **Father’s Name** |  | | | | | | | | |
| **Mother’s name** |  | | | | | | | | |
| **Nationality** | **Gender** | | | | **Category** | | | **Marital Status** | |
|  | Male  Female | | | | SC ST  OBC General | | | Single    Married | |
| **If physical challenged, indicate**  **relevant particulars** | **Type of Disability** | | | | | **Percentage of disability** | | | |
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1. **Educational Qualifications**:Attach self-attested photocopy of marks sheet & degree of each examination

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of the**  **Board**  **/University** | **Year** | **Marks**  **Obtained** | **Maximum**  **marks** | **%age of**  **marks or**  **CGPA** | **Division** | **Subjects studied** |
| Matriculation (10th) |  |  |  |  |  |  |  |
| Higher Secondary /  (10+2) |  |  |  |  |  |  |  |
| Bachelor’s degree  ……………………………  ( Name of degree) |  |  |  |  |  |  |  |
| Master’s degree  ……………………………  ( Name of degree) |  |  |  |  |  |  |  |
| M.Phil. in  ……………………………. |  |  |  |  |  |  |  |
| Ph. D. in  Topic: ………………….  ………………….  …………………. |  |  |  |  |  |  |  |
| Any other  ……………………………. |  |  |  |  |  |  |  |

1. **Past Work Experience: (Please start from first appointment to the present position). Add additional rows, if needed.**

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| **Post held** | **Pay**  **Scale/**  **Band** | **Basic Pay**  **p.m.**  **+**  **GP/AGP** | **Gross**  **Salary**  **p.m.** | **Employer**  **(Name &**  **address of the**  **Organization)** | **Experience** | | | **Nature of**  **assignment** |
| **From** | **To** | **Total**  **Experience**  **in Years/**  **Months** |
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**What has been your important / unique contribution(s) in the previous assignment:**

1. **Details of the Training Programmes attended:**

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| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
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1. **Details of the Management Development Programmes attended:**

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| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
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1. **Details of the Orientation Programmes / Training Programmes / Workshops attended:**

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| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
|  |  |  |  |
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1. **Details of the Refresher Programmes attended:**

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| --- | --- | --- | --- |
| **Name of the Programme** | **Year** | **Duration (in days)** | **Organising Institution** |
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1. **Involvement in Research & Publications, if any:**

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| --- | --- | --- | --- |
| **Publications** | **Numbers** | **Publishers / Journals** | **Communicated** |
|
| Books |  |  |  |
| Research Papers |  |  |  |
| Articles |  |  |  |
| Others |  |  |  |
| **Research Projects undertaken** |  |  |  |
| Major Research Projects Completed |  |  |  |
| Major Research Projects ongoing |  |  |  |
| **Research Supervisions** |  |  |  |
| No. of Ph.Ds produced |  |  |  |
| No. of Candidates enrolled for Ph.D |  |  |  |
| **Participations in**  **Seminars / Conferences/ Workshops** |  |  |  |
| **No. of Papers presented in a national Seminars/conferences** |  |  |  |
| **No. of Papers presented in a international Seminars/conferences** |  |  |  |

1. **Any other Experience / Achievements / Qualifications considered to be relevant to the post applied for:**
2. **References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:**

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| --- | --- | --- | --- |
|  | 1 | 2 | 3 |
| **Name and Address** |  |  |  |
| **Contact Address** |  |  |  |
| **Email:** |  |  |  |
| **Phone (landline)**  **With STD Code:** |  |  |  |
| **Mobile Phone no.** |  |  |  |
| **Fax with STD code** |  |  |  |

1. **Contact Details of the Applicant:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address for Correspondence** | | **Permanent Address** | |
| **Name:** |  | **Name:** |  |
| **House No:** |  | **House No:** |  |
| **Street:** |  | **Street:** |  |
| **City:** |  | **City:** |  |
| **State:** |  | **State:** |  |
| **Pin Code:** |  | **Pin Code:** |  |
| **Email:** |  | **Email:** |  |
| **Phone No.**  **(With STD Code)** |  | **Phone No.**  **(With STD Code)** |  |

1. **Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_son/daughter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in Capital letters

**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Place**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:**

1. Unsigned application is liable to be rejected and no correspondence will be entertained.
2. The University shall not be responsible, if any column is not filled up properly and legibly.
3. **Endorsement by the EMPLOYER**

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)

**Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003**

The applicant Dr./Mr./Mrs/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who has submitted this

application for the post of **Comptroller** in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the post), in a temporary / contract/ permanent

capacity with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Scale of Pay/Pay Band of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He /She is drawing a basic pay of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ His / Her next increment is due on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

**(Signature of the forwarding officer)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Seal)**

1. **Checklist of Documents Enclosed**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Documents** | **Tick (**√**)** |
| 1. | Matric / Secondary / High School (10th Class) Marks Sheet |  |
| 2. | Matric / Secondary / High School (10th Class) Certificate |  |
| 3. | Sr. Secondary / Intermediate (12th Class) Marks Sheet |  |
| 4. | Sr. Secondary / Intermediate (12th Class) Certificate |  |
| 5. | Bachelor's Degree Marks Sheet |  |
| 6. | Bachelors' Degree |  |
| 7. | Master's Degree Marks Sheet |  |
| 8. | Master's Degree |  |
| 9. | M. Phil. Marks Sheet |  |
| 10. | M. Phil Degree |  |
| 11. | Ph. D. Degree |  |
| 12. | Experience Certificate(s) from previous employers: |  |
| 13. | Endorsement from the present employer |  |
| 14. | DD for the application fees (in original) |  |
| 15. | SC / ST / OBC / Handicapped Certificate |  |
| 16. | Others, if any: |  |