



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
University School of Management Studies
DWARKA, SECTOR-16C, NEW DELHI-110078

University school of management is running MBA programme on Weekend basis for working professionals. The applications from eligible candidates are invited, on the prescribed form, to fill up **01 post of Assistant, 01 post of Lab Assistant and two posts of Attendants on daily basis (Saturday & Sunday Only).**

Eligibility Qualifications:

Assistant:-

- a) Graduate degree
- b) Good working knowledge of Computer Operations and Office procedures.

Lab Assistant:-

- a) Graduate degree
- b) One year computer Diploma
- c) Good working knowledge of Computer Operations.

Attendant:-

- a) 10th passed
- b) Working knowledge of office procedures.

NOTE:

1. Applications, on the prescribed form, duly filled in, and complete in all respects, should be submitted in the University School of Management or sent by post, so as to reach the Dean (USMS), Room No. 206, University School of Management, D- Block, Sector-16C, Dwarka, New Delhi-110078 latest by **13 March, 2013.**
2. Incomplete applications and those received after due date shall be rejected.

Prof. Anu Singh Lather
Dean (USMS)



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI-110 078**

**APPLICATION FORM FOR SUPPORTING STAFF
for MBA(on Weekend Basis)**

Space for
self attested
Photograph

- Note :**
1. Fill in all the information in block letters only.
 2. Attach separate sheet in case of insufficient space in any column.
 3. Attach copies of the qualifying degree(s)/certificates only.

1. Post applied for :

2. Candidate's name in full :

3. Father's/husband's name :

4. Marital status : 5. Sex:

6. Permanent residential address:

PIN

7. Address for correspondence :

PIN

8. (a) Telephone No. (with STD Code)
(b) Mobile No.:
(c) Fax No. (with STD Code)

9. E-mail address

10. Date of Birth :

11. Nationality :

12. Category (Please tick) : SC ST OBC GEN

13. Designation & complete postal address of current Employer :

 PIN

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14. Educational Qualifications :

Examination	University/ Board	Year of passing/ award	Division	%age of marks/ grade	Subject
Matric /SSC/ 10 th Class					
10+2 or equivalent					
Graduation or equivalent*					
Post Graduation *					
Any other					

* Please indicate the name of degree awarded.

16. Experience (Please start with the latest) :

Name of the institution/organization	Post held and Pay scale	Period		Nature of work	Last basic pay (in Rs.)	Reason for leaving (wherever applicable)
		From	To			

16. Language(s) Known : (i) _____ (ii) _____

17. Name and address of two persons (not relatives) to whom reference can be made

- 1.
- 2.

18. Certified that the information given by me in the application form is complete and correct to the best of my knowledge and belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date :

Place :

Signature of the candidate