



**ANDHRA UNIVERSITY  
VISAKHAPATNAM-530 003.**

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**Application Form for the post of Technical Staff (Purely on Temporary Basis)**

1. (i) Full Name  
(in BLOCK LETTERS)

(ii) Father/Husband Name

(iii) Mother Name

2. (i) Date of birth  
(as per school  
record)

DD	MM	YYYY

(ii) Age  
(as on last date of  
application)

Years	Months	Days

3. Gender

Male	Female

4. Nationality .

5. Caste

6. Marital  
Status

Married	Un-married

7. Address for communication

Pin Code :
Mobile No:
Email ID :

8. Academic Qualifications

(Details of academic qualifications to be supported by self attested copies).

<i>Exam Passed</i>	<i>Subjects</i>	<i>Month &amp; Year of passing</i>	<i>Class/ Division</i>	<i>% of Marks / CGPA</i>	<i>Name of the board / University</i>
Matriculation/ SSC/SSLC					
Higher Secondary/ Pre-University					
Bachelor Degree					
Master Degree					
Others (if any, please specify)					

9. Technical Qualifications/Computer Knowledge (if any)

(Please enclose self attested supporting documents).

<i>Sl. No.</i>	<i>Name of the Exam Passed</i>	<i>Month &amp; Year of passing</i>	<i>Class/ Division</i>	<i>% of Marks / CGPA</i>	<i>Name of the board / University</i>

10 Experience/details of past service (if any)

(Proof of self-attested documents can be attached).

<i>Sl. No.</i>	<i>Name of the Post Held</i>	<i>Name of the Institution</i>	<i>Scale of Pay</i>	<i>Length of Service</i>	<i>Nature of Duties</i>

11. Any additional relevant information, the candidate wishes to provide, if any (please attach additional sheet, if required).

### **DECLARATION**

I hereby declare that all information furnished in this application and its other enclosures is true, complete and correct to the best of my knowledge. I understand that the competent authority can take appropriate action against me in case of any of the information is found to be false/incorrect and my appointment is liable to be cancelled/terminated at any state.

**Place:**

**Date:**

**(Signature of the applicant)**

### **ENDORSEMENT OF THE FORWARDING AUTHORITY**

(for in-service candidates only)

Mr./Ms./Dr. \_\_\_\_\_ Designation \_\_\_\_\_ has been working in a temporary / permanent capacity with effect from \_\_\_\_\_. His/Her basic pay is \_\_\_\_\_. This Institution / Organisation has no objection to the candidature of the applicant being considered for the post applied for.

Date:

Seal of Office:

Designation

Address

Pin Code No.

Signature:

Head of the Institution /Organization)

**(PART – B)**  
**SUMMARY SHEET**

**1. Personal Information:**

Post applied for : \_\_\_\_\_

Name of the applicant : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Address for communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

**2. Educational Qualifications:**

Name of the Examination	University/Institution/Board	Year of passing	Percentage	Division/Classes/GPA	Subjects
SSC					
Inter					
Degree					
P.G.					
Ph.D					

### **PAYMENT OF REGISTRATION FEE:**

1. A crossed Demand Draft for Rs.\_\_\_\_\_/ - drawn in favour of the Registrar, Andhra University, Visakhapatnam from any nationalized bank payable at Visakhapatnam, should be sent with the filled in application towards registration fee (non-refundable), by enclosing a self addressed (20m × 30,) envelop with required stamps official.
  2. Separate application along with a separate Demand Draft must be submitted for each of the posts applied for.
  3. Write the name of the post applied for, with Department and Discipline and applicant's name with postal address on the back of the Demand Draft.
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### **INSTRUCTIONS FOR CANDIDATES REGARDING APPLICATION FORM**

Application form consists of two parts (Part-A & Part-B)

1. All entries must be neatly handwritten or typewritten.
2. Separate application should be submitted for each post.
3. Complete and correct information should be given against each item. If the space against any of the items is inadequate, separate sheets may be attached. **Incomplete application are liable to be rejected.**
4. Applicants who are employed should send their applications through their employer. An advance copy may, however, be sent marked "Advance Copy".
5. Applicants not sending their application through their employer must produce an NOC at the time of interview.
6. Attested xerox copies of certificates should be enclosed with the application. The original certificates should be produced at the time of interview and at the time of joining, if selected.
7. Paste (Do not staple/pin) a recent passport size colour photograph in the space provided at the right top portion on the first page of the application.
8. If the authorities decide to interview the candidate, he / she should arrange to be present at the place fixed on the date and time specified at his / her own expenses. The summoning of a candidate for interview conveys no assurances whatsoever that he / she will be selected or recommended.
9. The University reserves the right to fill or not to fill any of the post(s) without giving any reason whatsoever.
10. Send the application on line or if off line in an envelope mentioning clearly on the top left side of the envelope the name of the post applied for, with Department and Discipline to the Registrar, Andhra University, Visakhapatnam-530 003.
11. The application in any way received after the prescribed date will be liable for rejection and no further correspondence thereon will be entertained.