



**ANDHRA UNIVERSITY
VISAKHAPATNAM 530 003**

(PART – A)

Affix recent
passport size
photograph

**APPLICATION FORM FOR THE POST OF CERTIFIED ANALYST/RESEARCH
ASSOCIATE/MAINTENANCE ENGINEER/JUNIOR RESEARCH FELLOW
(PURELY ON TEMPORARY BASIS)**

Post Applied for : _____
Department : _____
DD No., Date : _____
Name of the Bank : _____
Advertisement No. : _____ Date: _____

1. (i) Full Name : _____
(ii) Father's Name : _____
2. Date of Birth : _____ Age (as on date) _____
3. Nationality : _____ Sex _____
4. Religion : _____ Caste _____
5. Full Address : _____
for communication _____
(Present) _____
(Permanent) : _____

Phone No./ : _____
Mobile No. : _____

6. Educational qualifications :

(Examination passed from Matriculation/Higher secondary onwards to Doctorate/Research Degrees)

S.No.	Examination and year	Subject	School /College attended	Name of the Board/ University	% of marks obtained	Division/ Class/ GPA	Year of Passing
1.	S.S.C.						
2.	Inter						
3.	Degree						
4.	P.G.						
5.	M.Phil/ M.Tech.						
6.	Ph.D						

7. Academic distinction (e.g., any prize, medal, Award, etc.) :

8. Post held, if any, at the time of sending the Application with date of appointment (state whether permanent, on probation or temporary) :

9. Present basic monthly Pay and allowances (State separately) : Grade :
Basic Pay:
Total Emoluments:

10. Experience, if any:

Name of the Institution/Organization	Designation	Nature of post Temp. /permanent	Nature of assignment	Period (give dates)	Length of Experience	
					Years	Months

11. (a) Have you been debarred or punished :
For adopting unfair means in any examinations by the institution/Board or University? If so, Please specify.

(b) Have you ever involved in any Police case, if yes, :
please give details.

DECLARATION

I declare that all the statements made in this application are true to the best of my knowledge and belief.

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.