



Himachal Pradesh Technical University

VPO Daruhi, Tehsil & District Hamirpur H.P) – 177001

Phone : (01972) 226902 Fax No. 01972-226901

E-mail ID: registrarhimtu@gmail.com

APPLICATION FORM

(For Secondment basis)

(Note: Please go through instructions given in the website www.himtu.ac.in carefully before filling-up the Application Form

Advt. No Dated.....

Post applied for.....

Affix here a
Recent
Passport
size
Photograph

SECTION – A: GENERAL

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....
2. Date of Birth (in words).....
3. Father's/Spouse Name.....
4. Mailing Address
.....
.....
Pin Code

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Tel. No (with STD code)..... Mobile..... E-mail ID.....
5. Permanent Address.....
.....
.....
Pin Code

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6. Marital Status.....
7. Nationality.....
8. State of Domicile
9. Post on which working
10. Religion: Hindu/Muslim/Sikh/Christian/Neo/Buddhist/Zoroastrian/Others.....
11. Present Employer.....

SECTION B:

1. EDUCATIONAL QUALIFICATIONS (Starting with highest degree obtained):

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/Award

(Please attach photocopies in support)

2. Details of Employment Experience: (In chronological order starting with the most recent) (Attach separate sheet if necessary)

S. No.	Employer	Post held	Regular/ Contract/ Adhoc	Pay Scale/Pay band with GP	Basic Pay	Period of Employment	
						From	To

Important/unique contribution (s) at work, if any

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3. List of Enclosures:

4. **DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date: _____

Place: _____

(Signature of the Applicant)

Note : Unsigned application is liable to rejection.

5. **Forwarding letter from present employer of the applicant (in case of in-service candidates, the application must be endorsed/forwarded by the Head of the Department/Employer. However an advance copy may be sent directly to the Registrar, H.P. Technical University, Hamirpur)**

Forwarded with the remarks that Shri/Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ and the institution/organization has no objection to the candidature of the applicant being considered for the post applied for as above. It is certified that no disciplinary/vigilance case is contemplated or is pending against the said applicant.

Signature of Head of the Institution Name: _____

Designation: _____

Address: _____

Rubber Stamp

General Instructions

1. All posts are tenable at Hamirpur, Himachal Pradesh.
2. Post listed of the advertisement will be on tenure basis for one year initially.
3. The qualified candidates having physical handicap identified as compatible for the performance of duties for these posts will be given preference to the extent required by the provisions of reservation of the Central Government for PH category.
4. Applicants must clearly fill the name of post against which he/she has applied along with his/her category in the form clearly. The last date for submission of duly completed applications along with attested copy of certificates in the University is 30.03.2021 thereafter no applications will be entertained.
5. University reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The university will also reserve the right to place a reasonable limit on the total number of candidates to be called for test/ interviews. The decision of the University in this regard will be final.
6. For direct recruitment only , the application fee of Rs. 1000/-(One thousand only) is to be paid by a demand draft/ also accepted through debit/credit card/ any other electronic mode in favour of the Finance Officer, Himachal Pradesh Technical University, Hamirpur, account No. 65105867438, SBIN 0050123 (SBI Gandhi Chowk)payable at State Bank of India, Hamirpur. No application fee is required from the persons with disabilities.
7. Incomplete applications/without relevant supporting enclosures/without prescribed fee/application not on prescribed form will be out rightly rejected. University will not be responsible for any postal delay.
8. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/ or interview and reasons for not being called for test/or interview.
9. Fluency in Hindi and English is required for the post listed.
10. The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed application form along with testimonial; prescribed application fee; and latest passport size photograph to Registrar, Himachal Pradesh Technical University, Vill. Daruhi, P.O. Daruhi, Tehsil & Distt. Hamirpur - 177001 (HP) on or before 30.03.2021. The envelop should be super scribed as “ Application for the post of). The application received after the due date shall not be considered.
11. The prescribed application forms can be obtained from the Registrar, HPTU Hamirpur in person or by sending a self addressed envelope with stamped (Rs. 32)- if required by registered post). The outer cover request should be super scribed “Request for application form Advertisement no.”. Such postal requests should reach Hamirpur at least 10 days before the last date of receipt of application form.
12. The University reserves the right to :

- A) Conduct or not conduct written/trade tests for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/ interview.
- a) Not to fill any of the advertised positions.
- b) Fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment/deputation/contract. The number of positions is thus open to change. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed alongwith documentary evidence.
13. No TA/DA shall be paid to the candidates for attending the written test/ interview.
14. Application fees once paid shall not be refunded under any circumstances.
15. Applicants who are in employment with Government, semi-Government, Autonomous Bodies, PSUs etc. should route their applications through proper channel or should furnish No Objection Certificate at the time of Interview.
16. Eligibility of a candidate with regard to qualification and experience shall be calculated/ considered with reference to last date for the receipt for applications.
17. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
18. The prescribed application form can also be downloaded from the website of university : **www.himtu.ac.in**.