



**SHOBHIT**  
**University**  
A University established u/s 3 of UGC Act

**APPLICATION FOR EMPLOYMENT  
AT  
SHOBHIT UNIVERSITY**

**CONFIDENTIAL**

Passport Size  
Photograph

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

**Position applied for:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

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

To be returned to Director (Recruitment)

**Shobhit University**  
University Tower, Institutional Area  
Pocket-B, Mayur Vihar Phase II  
New Delhi-110 091,India  
Email: [careers@shobhituniversity.ac.in](mailto:careers@shobhituniversity.ac.in)  
Website: [www.shobhituniversity.ac.in](http://www.shobhituniversity.ac.in)

### **IMPORTANT NOTES**

1. This is a very important document forming part of your potential employment in Shobhit University or its associates, etc.
2. This form shall be filled in your own handwriting and comprehensively. This can be supplemented by a duly signed CV / additional sheets of relevant information.
3. Misrepresentation, withholding of information, etc. shall render the employment void and Shobhit University reserves the option of initiating legal action.
4. Shobhit University reserves the option to share the contents of this application form with other organizations / Institutes, the business associates/parent companies/subsidiaries, etc.
5. Selected candidate will be required to submit evidence in support of information being provided during the selection process.
6. Services of all employees shall be transferable.

<b>PERSONAL INFORMATION</b>		
Full Name and Personal Details (Block Letters)		
Mr. / Ms. / Dr. _____	_____	_____
(Surname)	(First Name)	(Other Names)

Age	Date of Birth/ (DD/MM/YY) Place of Birth	(Married/Unmarried/ Divorced/Widowed)	Religion	Nationality	Names of Children along with Dates of Birth

<b>Family Details</b>	
Father's Name, Occupation and Address.	Mother's Name, Occupation and Address
Spouse's Name, Occupation and Address	

<b>Contact Address</b>		
Address For Correspondence	Permanent Address	Address in case of Emergency
No. of Years in the City		
Pin	Pin	Pin
Tel. No.	Tel. No.	Tel. No.
Email address:		Mobile No.

<b>Relatives or friends employed in Shobhit University/NICE Society Institutions.</b>	
Relative(s): Name: Company: Designation:	Friends(s): Name: Company: Designation:

Did you apply to Shobhit University/NICE Society Institutions in the past? If yes, when and for which position? What was the outcome?
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<b>LANGUAGES KNOWN</b> (Indicate proficiency as being "fluent", "fair", "workable")			
	Speak	Read	Write
1. _____ (Mother Tongue)	( )	( )	( )
2. _____	( )	( )	( )
3. _____	( )	( )	( )
4. _____	( )	( )	( )
5. _____	( )	( )	( )

<b>ACADEMIC BACKGROUND</b> (Begin with latest qualification)*					
Name of School/ College / University/ Institute and Location	Period		Title of Degree/ Diploma and Subject of Specification	Division/ % Marks obtained	Distinction/ Awards Received
	From	To			

\* (Please clearly specify the qualifications acquired through part-time / correspondence courses)

<b>Areas of Interest / Specification</b>
<p>Please indicate the reasons for your choice of subject / specialization, as also the relevance of these courses to your career objectives and the job you are seeking with us.</p>          

EMPLOYMENT HISTORY / EXPERIENCE RECORD (Including Summer / Vocational Training)				
Please set out the most recent employment first and write in the reverse chronological order. **				
Period		Employer	Position / Nature of work	Reason for Leaving
From (DD-MM-YY)	To (DD-MM-YY)			

\*\* (Please clearly specify the details of any part-time employment)

DETAILS OF CURRENT / MOST RECENT EMPLOYMENT				
Name and Address of Employer:				
		Pin:	Tel.:	
Position(s) held	Period		Emoluments (Gross annual package)	
	From (DD-MM-YY)	To (DD-MM-YY)	Starting	Current / Last

Major Responsibilities :
List out your major responsibilities in the current (most recent) job and the impact caused by your personal contributions on the organization

**ORGANISATION CHART FOR YOUR CURRENT ROLE**

Please draw the organizational chart representing your current/most recent assignment, clearly indicating your reporting relationships (above / below / on par with you) and also any other functional interfaces:

**ACHIEVEMENTS, ASPIRATIONS AND PURSUITS**

What do you consider to be your most significant achievement during your academic career?

List out significant contributions to the present / former employers. What do you consider to be your most significant achievement during your employment? What awards / recognition and / or rewards did you get for the same?

What are the goals you have set for yourself to be achieved within the next five years and why?

- A. Wealth
- B. Career
- C. Any Other

Please describe briefly your strengths and weaknesses as an individual and as a professional in the context of the job for which you have applied.

**Interests and Co-curricular Pursuits:** Set out your involvement in cultural, sports, community work activities and membership of clubs and societies from school onwards. Provide details of participation / membership, and positions of leadership / offices held, if any.

	Type of Activity	Position Held
School / College		
With Employers		
Club Membership		
Community Activities		
NGO / Social Activities		

How do you spend your weekends? What are your hobbies / active interests?

**CURRENT EMOLUMENTS**

Monthly Gross : Rs. \_\_\_\_\_ Annual Benefits : Rs. \_\_\_\_\_

Gross Annual CTC (fully quantified value) : Rs. \_\_\_\_\_

Expected Gross Annual CTC : Rs. \_\_\_\_\_

**Important:** Please fill in the detailed 'SALARY DATA SHEET' in all respects, without fail. You can use the reverse side of the Salary Data Sheet to explain the details.

**REFERENCES**

List three persons (other than relatives) who know you closely and hold responsible positions in industry / Educational Institutions / Government and whom we may contact :

Name	1)	2)	3)
Position Designation			
Address			
Pin			
Tel. No.			
Mobile No.			
E-mail Address :			

**LOCATION PREFERENCES (IF ANY)**

Are you willing to work anywhere in India or abroad? If not, please state the constraining factors and your personal preferences.

Set out any additional information you consider important and that may have a bearing on your application. (Please feel free to attach additional sheets to elaborate any point listed in the form)

I hereby declare that all information set out in this application is true to the best of my knowledge and that any misrepresentation if any will disqualify my candidature.

Date:

Place:

**Signature of Applicant**

Have you visited our Website –[www.shobhituniversity.ac.in](http://www.shobhituniversity.ac.in), [www.nicesociety.org](http://www.nicesociety.org) (Yes) (No)

**FOR OFFICE USE ONLY**

Preliminary Interview (If any)

Final Interview

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

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

Panel : \_\_\_\_\_

Panel : \_\_\_\_\_

**OFFICIAL REMARKS**



**SALARY DATA SHEET**

Candidate's Name :

Present Company:

Contact Phone No (along with STD code) : (O) ( R )

Current Designation:

<b>A</b>	<b><u>Salary and Allowance</u></b>	<b>T / NT*</b>	<b>R**</b>	<b>Rs. (PM)</b>	<b>Rs. (Annual)</b>	<b>Remarks</b>
	Basic Pay					
	HRA					
	Conveyance Allowance / Transport Allowance					
	Special City Allowance/ CCA					
	Uniform Allowance / Professional attire					
	Professional Allowance / Special Allowance					
	Children Education / Education Allowance					
	Professional Development Allowance					
	Any Other					
	<b>Sub – Total I</b>					
<b>B</b>	<b><u>Other Benefits / Perquisites</u></b>					
	Performance Bonus / Incentives					
	Bonus / Ex-gratia @ _____ % of _____					
	LTA					
	Medical Reimbursement					
	Medical Insurance (Self + others to be specified)					
	Gas / Electricity					
	Soft / Hard Furnishing					
	House maintenance					
	Credit Card / Entertainment					
	Residential Telephone					
	Books and Periodicals					
	Any other					
	<b>Sub – Total II</b>					
<b>C</b>	<b><u>Retirements Benefits</u></b>					
	P F (Co's Contribution) @ _____ % of _____					
	Superannuation (Co's Contribution) @ _____ % of _____					
	Gratuity @ _____ % of _____					
	<b>Sub – Total III</b>					
<b>D</b>	<b><u>Valuation For:</u></b>					
	Society Car					
	Car Maintenance					
	Driver's Wages					
	Petrol Expenses					
	Company-leased housing					
	Club Membership					
	Value of any loans					
	ESOPs					
	Any other					
	<b>Sub – Total IV</b>					
	<b><u>Grand Total (I+II+III+IV)</u></b>					

Signature of Applicant:

Note:

1. The information to be provided by you in this sheet will help us understand your compensation in its entirety and about how it is structured. This will have no bearing on the overall compensation offer from Shobhit University. It may help us Structure the offer better. Hence, we seek your co-operation.
2. (\*) (\*\*) Please highlight the payment whether Taxable (T) or Non-Taxable (NT). Whenever a payment is in the nature of reimbursement, i.e. with supporting documents, please highlight the payment by indication with an (R).
3. Please provide detailed notes on the reverse of this sheet particularly regarding items which are not specifically quantified by your employer. Please use additional sheets, if required.
4. Please note that, in case of your selection by Shobhit University, you will be required to submit proof of the earning / entitlements listed above, at the time of joining Shobhit University.

### SALARY DATA SHEET

#### **Additional space for elaboration of any of the components listed overleaf:**

1). Gratuity/Superannuation : Please elaborate regarding rate, eligibility criteria etc.

2). Performance-linked incentives / Bonuses : Please describe the criteria, amounts received in the recent past etc.

3). Notes regarding any other components :

Signature of Applicant