St. Xavier's College for Women, Aluva

Affiliated to Mahatma Gandhi University, Kottayam
Re-accredited by NAAC with A grade (CGPA 3.33)

Application No:

Affix Recent Photograph here (Passport Size)

APPLICATION FOR THE POST OF NON TEACHING STAFF

(To be filled by the Applicant in Block Letters)

DETAILS

POST APPLIED FOR: 1. Computer Assistant ☐ Office Attendant ☐

1.Name in Full				
2.Permanent Address: Pin code			3. Address for Communication: Pin Code	
4.Tel.No	STD Code		5.Mobile No.	
6.Email			7.Blood Group	
8.Nationality			9.Placeof Birth	
10. Date of Birth : Date ☐☐ Month ☐☐ Year ☐☐☐☐				
11 Age : Years ☐☐ Month/s ☐☐ Days ☐☐				
12 Date of Birth in Words				
13.Gender			☐ Male ☐ Female	
14.Whether PWD Category			☐ Yes ☐ No	
If Yes,Specify VISUAL IMPAIRMENTHE☐NG IMPAIRMENTPHYSICAL☐ABILITYCEREBRAL PALS☐ ☐				
Percentage of Disability (Attached Certificate)				
15.Religion		Caste	14.Category	General ☐ OBC ☐ SC ☐ ST ☐ Latin ☐ Others ☐
16. Married ☐			Single ☐	
17. Details of the Application Fee paid (DD No)				

18. ACADEMIC QUALIFICATIONS

18.a SSLC, Higher Secondary & Graduation						
Course	Board/University	Reg. No.	Year of Passing	Grade/Marks/Rank	% of Marks	School/College

19. PROFESSIONAL EXPERIENCE

Year	Name of Employer/ Institute/University	Post held/ Designation	Period of Employment	Nature of duties

Total Experience **Years** ☐☐ Months ☐☐

20. ADDRESS OF THE INSTITUTION WORKING AT PRESENT (If any)

Year	Name of Employer/Status of Institute	Whether Permanent or Temporary	Post held/ Designation	Nature of duties

21. PARENT/GUARDIAN DETAILS

Name of Guardian	Occupation	E-mail	Mobile No

22. REFERENCE (Name and contact details of two referees)

Sl No.	Name	Profession/Position	Address and Contact
1.			
2.			

Job Responsibilities (Brief Description)

Knowledge of Computers

Typing Speed:-

DECLARATION BY THE APPLICANT

I hereby declare all the particulars given above are correct and can be verified with original certificates and testimonials at the time of interview I have not concealed any information which may impair my fitness for employment. If it revealed later that I have given any false details or concealed material or information, my services shall be liable to summary termination without any notice or compensation.

Place: ……..

Date:……. Signature of the Applicant

Application No	

ST.XAVIER'S COLLEGE FOR WOMEN,ALUVA683101

INTERVIEW TICKET
(Fill In Block Letters)

Name……..

Post ……...

(To be filled by the Candidate)

Affix Recent Photograph here (Passport Size)

Office use only:

You are invited to attend the interview at …… on ……..

for the post in …….

Kindly bring all the necessary documents and be in time.

Principal

✂……

N.B.

1. Attested Copies of all Certificates & mark lists.
2. Incomplete and late applications will not be considered
3. Filled in Application should reach the college office on or before

Instructions to Applicants

1. Application is to be filled by the candidate
2. Attach
    a. True copies of page one of SSLC book/proof of age and mark sheets of all examinations ,degree/diploma and Resume
    b. Copies of other relevant certificate & documents
3. Application fee of Rupees **1100/-** should be remitted via **DD**(demand draft)
    a. To be drawn in favour of **The Principal, St. Xavier's College for Women, Aluva.**
4. Late and Incomplete applications will be rejected.
5. Filled application forms should reach the college office on or before **20th October 2022** by post or in person.

Postal Address

St. Xavier's College for Women,

Aluva Post office, PIN-683101 Kerala, India.

Tel: 0484 - 2623240, Res. 0484 - 2631201

Vacancy

Sl. No	Name of the Programme	Vacancy & Category
1	Computer Assistant	1 Post
2	Office Attendant	3 Posts
I post is reserved for Handicapped		