



Malout Institute of Management & Information Technology (MIMIT), MALOUT

(Established & Promoted by Government of Punjab)

Affix Recent
Passport Size
Photograph

Application Form for the Post of
Training & Placement-cum-Industrial Liaison Officer
{ On purely temporary contractual basis (Pay in the Pay Band+A.G.P./G.P. +D.A.) till
the appointments are made on regular basis }

NOTE :

1. All columns should be properly filled in. Incomplete applications or the application not received on this prescribed proforma are liable to be rejected.
2. The applications of the ineligible candidates are liable to be rejected without any intimation to the candidates concerned.
3. Originals documents will have to be shown at the time of interview.
4. Already employed persons should send their applications through proper channel. However, advance copy for the application should be submitted within time.
5. Fee of Rs 1000/-(Rs. 500/- for SC/ST) is to be submitted for each post. Fee shall be submitted in the form of demand draft favouring The Principal, MIMIT Malout payable at Malout.
6. The Principal reserves the right not to fill up any post(s) without assigning any reasons thereof.
7. Submission of application on or before 11.12.2013 (up to 5.00 pm) is sole responsibility of the applicant. Any application received after the said date and time shall not be accepted. The Institute will not be responsible for the postal delay.

1. Post applied for TRAINING & PLACEMENT-CUM-INDUSTRIAL LIAISON OFFICER

2. Name in full Mr./Miss/Mrs. (in block letters) _____

3. Father's/Husband's Name _____

4. i) Permanent Address _____

ii) Address for Correspondence _____

Tel. _____ Mobile _____ Fax _____ Email _____

5. Date of Birth _____ (in Figure/Words) _____

6. Marital Status _____

7. Nationality _____

8. Have you Passed Punjabi up to Matric level _____ (Yes / No)

9. Specify if you belong to any of the following:

- a) Scheduled Caste/Tribe (SC/ST) _____ (Yes / No)
b) Backward Class (BC) _____ (Yes / No)
c) Ex-Servicemen (ESM) _____ (Yes / No)
d) Physical Handicapped (PH) _____ (Yes / No)

If 'yes', enclose the relevant certificate issued by the concerned authority.

10. Were you at any time declared medically unfit, asked to submit your resignation, discharged or dismissed from Government or Private Sector? (Yes / No)

11. **Education:** Please give particulars of all examinations passed and degrees obtained commencing with the High School Level (10th standard/ Matriculation) Examination. Please attach photocopies of certificates and mark sheets duly attested.

* Clearly mention conversion formula of CGPA to percentage marks, if marks are not mentioned and also attach proof of this conversion formula of the concerned university.

| Name of Board/University | School/ College/ Institute | Examination passed | Regular/ Distance Education | Date of Passing | Marks Obtained/ Total Marks | % of Marks obtained (in two decimal points) |
|--------------------------|----------------------------|--------------------|-----------------------------|-----------------|-----------------------------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

12. Details of Publications.

| | Published | In Press | Accepted | Communicated | Whether ISBN / ISSN Number |
|---------------------------------------|-----------|----------|----------|--------------|----------------------------|
| 1 Books | | | | | |
| 1.1 Reference / Text Books | | | | | |
| 1.2 Edited Books | | | | | |
| 1.3 Other Books | | | | | |
| 2 Articles | | | | | |
| 2.1 In Foreign International Journals | | | | | |
| 2.2 Referral Journals | | | | | |
| 2.3 Non Referral Journals | | | | | |
| 2.4 Other Articles | | | | | |

13. **Employment:** Give particulars of your present and past employments in chronological order, starting with the present one:

| Name of Employer | Date of Joining | Date of Leaving | Position held | Nature of duty or work | Relevant Experience (Years, Months, Days) | Basic pay p.m with scale |
|------------------|-----------------|---------------------------------------|---------------|------------------------|---|--------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Experience | | _____ Years, _____ Months, _____ Days | | | | |

-
14. Extra curricular activities (Give details & Enclose relevant certificates):

-
15. Additional remarks: The applicant may mention here Academic Achievements, any special & relevant qualifications or experience which have not been included under the heads given above. If the space below is insufficient, attach a separate sheet and indicate here.

-
- 16 Detail of Demand Draft Attached

Demand Draft No. _____ Date _____

Amount _____ Name of the Bank _____

- 17 **References :** These should be professionally competent persons who are well acquainted with the applicants, training, accomplishments, capabilities and the character but must not be his/her relations. These references should be citizens of India. One of the reference is to be from the latest employer.

1. Name : _____
Occupation or Position _____
Address _____
Phone No. : _____ E-mail : _____
2. Name : _____
Occupation or Position _____
Address _____
Phone No: _____ E-mail: _____
-

I hereby declare that

1. All the entries in this form are true to the best of my knowledge and belief. I understand that any material mis-representation or omission made, render me liable to termination or dismissal.
2. I have never been found guilty in plagiarism, and no such case is pending against me.
3. I have never been disqualified from University work/ appearing in any University examination.
4. I have never been prosecuted, kept under detention or bound down/ fined, convicted by the Court of Law for any offence.

Date _____

Place _____

Signature of the candidate