



**THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
DR. AMBEDKAR BHAVAN 12, LB BLOCK SECTOR-III SALT LAKE CITY
KOLKATA-700098**

Telephone: 033- 25694700/ 2335 7379/ 0765

Fax: 033-2335 0511

Guidelines for filling up the form by the candidate:

1. All addresses required in the application form should be written in block letters and should give full details including the pin code. Where possible, mention telephone numbers and area code.
2. The application form should be complete in all respects. Incomplete applications will not be considered and no correspondence entertained.
3. Application should be sent through the present employers, if employed. Although, applicants may send an advance copy, if they so desire, the Selection Committee will not consider it unless it is forwarded through the employer, or accompanied by a no objection certificate.
4. If the space against any item is inadequate, applicants are free to furnish the relevant particulars on separate sheets, indicating therein, the item number to which the information relates.
5. Photo-copies of the certificates, mark-sheets, testimonials etc. should be attached with the application (self attested) and the originals must be produced at the time of interview and at the time of joining, if selected.
6. Except where otherwise indicated, applicants appearing for the written test/interview shall do so at their own expense.
7. Applicants who are in employment should route their application through proper channel.
8. University reserves the right not to fill up any vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
9. University reserves the right to consider candidates of outstanding merit who may not have applied for the post.
10. Relaxation of any qualification may be made in exceptional cases on the recommendations of the Selection Committee.
11. Separate application is required for each post applied for:
12. Applications received without application fee shall not be entertained and is liable to be rejected.
13. Eligibility of a candidate and satisfaction of any short-listing criteria shall be considered as on the last date of the receipt for application.
14. Applications fees once paid shall not be refunded under any circumstances.
15. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short listing the candidates to be called for interview.
16. The University shall verify the antecedents or documents submitted by a candidate at any time 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 clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.

17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
18. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
19. Candidates are advised to satisfy themselves before applying they possess at least the minimum essential qualifications laid down for each post, in this advertisement.
20. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
21. Canvassing in any form will be disqualification.
22. Application along with the relevant enclosures should reach the Registrar(Acting), The West Bengal National University of Juridical Sciences, Ambedkar Bhavan, 12 L.B. Block Sector –III, Salt Lake City, Kolkata – 700 098 latest by **5 p.m. on 30/06/2017** .

7. Nationality _____

8. Mother tongue _____

9. Marital status: Unmarried/Married

10. Religion _____

11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC? Yes/No

If yes, specify _____ and attach a copy of caste/tribe certificate
(name of caste/tribe)

12. Name of father/mother/guardian/spouse: _____

13. Salary last drawn: (a) Basic Rs. _____ (b) Total Rs. _____

13.1 Minimum salary acceptable: (a) Basic Rs. _____ (b) Total Rs. _____

14. Have you previously applied for any post at this Institute?

If so, please mention the position applied for and approximate date of application

15. Have you any relative among the staff of this Institute? Yes/No
If yes, please give the following particulars.

(name of relative)

(relationship with candidate)

(his/her designation)

7. Nationality _____

8. Mother tongue _____

9. Marital status: Unmarried/Married

10. Religion _____

11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC? Yes/No

If yes, specify _____ and attach a copy of caste/tribe certificate
(name of caste/tribe)

12. Name of father/mother/guardian/spouse: _____

13. Salary last drawn: (a) Basic Rs. _____ (b) Total Rs. _____

13.1 Minimum salary acceptable: (a) Basic Rs. _____ (b) Total Rs. _____

14. Have you previously applied for any post at this Institute?

If so, please mention the position applied for and approximate date of application

15. Have you any relative among the staff of this Institute? Yes/No
If yes, please give the following particulars.

_____	_____	_____
(name of relative)	(relationship with candidate)	(his/her designation)

16. Particulars of all examinations passed from S.S.C./Matriculation upwards (including in-service training leading to a diploma). Attach copies of mark/grade sheets and certificates.

Examination Passed	Degree	Board/ University	Year of Passing	% of Marks	Division/ Grade	Subject
Secondary						
Intermediate/ Higher Secondary						
Graduation						
Post Graduation						
Other Qualifications						
Diploma Course						
PG Diploma Course						
Certification course completed						

17. Relevant practice/field experience during the post-graduate programme of training.

No.	Name of organisation	Duration		Nature of work
		From	To	

18. Employment record

18.1 Present position: _____

18.2 Name and address of employer _____

18.3 Duration of employment : From _____ to _____

18.4 Pay scale : Rs. _____

18.5 Present basic pay : Rs. _____

18.6 Monthly allowances (gross) : Rs. _____

Total : Rs. _____

18.7 Next increment due on : Rs. _____

18.8 Your current duties.

18.9 Name and designation of your immediate supervisor.

18.10 Reasons for wishing to leave the present job.

19. List the professional societies to which you belong (Add extra sheets, if required).

No.	Name and address of organisation	Category of membership	Positions Held	Period	
				From	To

20. Mention your activities in public affairs at the city, state, national or international level, and contribution to organisations, social policy, social action, project planning and development.

21. Languages known.

No.	Read	Write	Speak

22. Explain your reasons for suitability for this post.

23. Referees: List three persons (not related to you), resident in India and holding responsible positions, and intimately acquainted with your character and work. Where the candidate has been in employment, he/she should give either his/her present employer or immediate supervisor as one of the referee.

No.	Name	Full address with telephone No.	Profession	In what capacity he/she is known to the applicant
1				
2				
3				

24. Have you any objection to our making enquiries with your present employer? Yes/No
 If yes, why? _____

25. Have you any disabilities which might limit your performance in your prospective field of work?

26. If selected, what notice would you require for joining the post?

27. Any other information you would like to share:



DECLARATION

I declare that all the statements made in this application and its annexure are true to the best of my knowledge and belief and I understand that willful misrepresentation renders me liable to dismissal if employed.

(place)

(date)

(signature of applicant)

Enclosures (Total no _____)

1. Proof regarding date of birth from matriculation or other recognised certificate.
2. Scheduled Caste/Tribe/OBC Certificate (only for SC/ST/OBC candidates)
3. Copies of mark/grade sheets and certificates from SSC onwards.
4. Work experience certificate should be attached supporting the experience stated in the application.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.