|  |  |
| --- | --- |
| DPU Logo Only | **Dr. D. Y. Patil Vidyapeeth, Pune****(Deemed to be University)**(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at A Grade) |

Paste your photo here

# Application Form

***(for non- teaching posts)***

To

The Chancellor

Dr. D. Y. Patil Vidyapeeth

Sant Tukaram Nagar

Pimpri, Pune - 411 018

Sir,

 I wish to apply for a position in your organization. The relevant details are as follows:

1. **POST APPLIED FOR:**

**CHARTERED ACCOUNTANT (CA) /** **SECRETARY / EXECUTIVE ASSISTANT** …

**1.1 NAME OF THE VIDYAPEETH:** …… **Dr. D. Y. PATIL VIDYAPEETH, PUNE** ………………

**2. PERSONAL INFORMATION:**

* 1. **Full name:** ……………………………………………………………………………………………...

( in **CAPITAL** letters*) (First name) ( Middle Name ) (Surname)*

**2.2 Address for correspondence**: ………………………………………………………….

 ……………………………………………………………………………………………………

 ……………………………………………………………………………………………………

 **2.3** **Permanent address**: …………………………………………………………………………..

 ……………………………………………………………………………………………………

 ……………………………………………………………………………………………………

 **2.4** **Telephone: STD code**: …………..… **Phone:** ………………………………………………

 **2.5 Cell (Mobile) Phone No**. : …………………….. …………………………………………….

 **2.6 E-mail address**: …………………….. ……………………………………………. ………..

 **2.7** **Date of Birth**: …..… /…..……/ ……………. **Age**: ………………………………………

**2.8 Marital Status:**………………………………………………………………………………

1. **ACADEMIC QUALIFICATIONS:** *(starting with S.S.C.)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Examination / Degree | Year of passing | Principal /Special subject/s | School / College / Institute  | Board / University | Class / Grade | % of marks |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* | *(6)* | *(7)* | *(8)* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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1. **WORK EXPERIENCE:** *(Starting with current employment)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Post | Period | Organization / Management | Last salary drawn |
| From | To |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* | *(6)* |
|  |  |  |  |  |  |
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1. **LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Speak | Write |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6 **EXTRA –CURRICULAR ACTIVITIES / HOBBIES**  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## 7 SPECIAL ACHIEVEMENTS

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## 8 ANY OTHER INFORMATION

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**9**  **REFERENCES** :

(1)…………………………………………………..

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(2)……………………………………………………

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 …………………………………………………………………………………………….

I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief. I understand and agree that misrepresentation or omission of relevant facts will justify cancellation of application.

 Date :…………….

 Place :……………. (Signature of the Applicant)