

# ST. XAVIER'S COLLEGE, JAIPUR

HATHROI FORT ROAD, OPPOSITE ROTARY CLUB, JAIPUR, -302001  
(Affiliated to the University of Rajasthan, Jaipur)  
Session 2020-2021

## APPLICATION FORM FOR THE POST OF PRINCIPAL

To,

**The Manager,  
St. Xavier's College, Jaipur  
Hathroi Fort Road, Jaipur 302 001 (Rajasthan)**

Application for the post of PRINCIPAL

for which advertisement appeared in .....dated .....

1. Name in Full: .....

(In BLOCK LETTERS)

2. Father's Name: .....

Mother's Name: .....

Spouse's Name: .....

3. Full Address: .....

.....

City:..... PIN:.....

Phone (Residence):.....Mobile: .....

E-mail: .....

4. Age: ..... Date of birth: ..... (Attach Certificate)

5. Place of birth with name of district and state: .....

6. (a) Candidate's mother tongue.....

(b) Other language(s) you can read: .....speak:.....write:.....

7. Academic Qualifications:

Examination Passed	Year of Passing	Name of the University or Examination Body	Marks		Division obtained	Subject (Mention Distinction if any )	Remarks
			Max. Marks	% of Marks Obtained			
1) High School/ Secondary or Equivalent							
2) Higher Secondary, +2 or Equivalent							
4) Bachelor's Degree or Equivalent							
5) Postgraduate or Equivalent (M.A, M.Com, M.Sc.)							
6) M. Phil.							
7) Any Other Degree(s)/ Diplomas							
8) NET/SLET							

**Ph.D.**

**Title:**.....

**Date of Award:** ..... **Name of the University:** .....

**Name of Your Ph.D. Supervisor:**  
.....

Notes: 1. Where no division is mentioned, clarification should be given in the 'Remarks' column.  
2. Attested copies of mark sheets for each examination should be attached.

8. Scholarships and fellowships or medals won with details.  
.....

9. Research activity and publication (if any) (Attach separate sheet, if required).  
.....

10. Any position or authority held or distinction gained including games & sports and other social activities in college/university.

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Note: if necessary, enclose details on a separate sheet of paper.

11. Posts held before: (Only in college/university)

Sl. No.	Name of the Institution	Name and Address of the Employer	Duration of the Appointment with Date	Reason for Leaving the Post

12. Total length of service in years and months as a teacher in college/university.

Teaching Experience	from	to	Name of College/University	Total Experience
Degree Classes				
Postgraduate Classes				

Note: give an explanatory note below to remove ambiguity, if any.

.....

.....

13. Any other work/achievement relevant to the post applied for

.....

14. Names and addresses of two persons to whom reference could be made.

1. ....

2. ....

15. Condition, if any, for accepting the post, if offered .....

16. Time needed to join the service, if selected for appointment .....

\_\_\_\_\_

**DECLARATION**

I hereby declare that:

1. The entries made in this form are true and correct to the best of my knowledge and belief.
2. I have not been convicted by a court of law for any offence which involves moral turpitude.
3. I have not indulged in any of the acts of misconduct such as participating in *gherao* of any authority, whether academic or administrative, manhandling or abusing such authority or damaging any building or other property.
4. I have not been found to have used unfair means in any examination or have not gravely misbehaved with a teacher or found to have tampered with or forged any document such as mark sheets, or degree certificates.

I further declare that the above-noted information is true and correct to the best of my knowledge

and belief and no part of it is false. In case any part of the above information is found to be false or incorrect, I shall, if appointed to the post applied for, be liable to be dismissed from the service.

Signature of the Applicant

Place.....

Date.....

Notes:

1. Please send a stamped self-addressed envelope with the application.
2. **Completed application form with necessary documents should be posted or submitted personally at the Reception Counter of ST. XAVIER'S COLLEGE, HATHROI FORT ROAD, OPPOSITE ROTARY CLUB, JAIPUR ON OR BEFORE 15 April. 2020**
3. Reprints and attested copies of documents submitted with the application will NOT be returned.
4. Candidates called for interview and those selected will travel at their own expense.
5. Attach separate sheets wherever necessary.

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**FOR OFFICE USE ONLY**

1. Application form received on .....
2. No. of enclosures .....
3. Comments.....

**(College Seal)**

**For St. Xavier's College, Jaipur**  
**Authorized Signatory**

**RECEIPT**

(To be filled in by the applicant)

**Received with thanks from .....**

**Application for the post of .....**

**Dated .....**

**(To be filled in by the College Office)**

**Sl. No.....**

**Date .....**

**(College Seal)**

**For St. Xavier's College, Jaipur**

**Authorized Signatory**