

The Bombay St. Xavier's College Society
St. Xavier's College
(Empowered Autonomous Institute)
Mumbai 400 001

APPLICATION FOR NON-TEACHING STAFF APPOINTMENT

Affix your passport
Size Photo

From:
Mr. / Ms: _____
(In Capital Letters)

Address: _____

_____ Pin: _____

Mobile No.: +91 - _____

Email ID : _____

PAN No. : _____

Aadhar No. _____
(Please attach a copy of the Aadhaar card)

To
The Director – HR
The Bombay St. Xavier's College Society
5, Mahapalika Marg,
Mumbai 400 001

Dear Sir,

With reference to your advertisement in your College Website/Social Media, dated _____,
I would like to be considered for a **Non-Teaching Post (Contractual)** at St. Xavier's College (Empowered Autonomous Institute) for the post of **LABORATORY ATTENDANT.**

The following are the relevant particulars:

1. (a) ACADEMIC QUALIFICATIONS:

Degree	Subjects Offered	Month & Year of Passing	Total Marks /Class obtained with %age Total/ out of	Name of the School / College	Name of the Board / University
1. SSC (X)					
2. HSC (XII)					
3. BA/B.Sc/B.Com					
4. MA/M.Sc/M/Com					
5. Any Other					

(b) Other Qualifications if any (Certificates, Diplomas, etc):

II. Experience:

Name of the Institution (College/ Univ. Dept)	Position Held	Nature of appointment (Full-time/ Part-time/ Permanent/ Temporary/ Contract, etc)	Period of appointment with date and year	Reason for leaving previous Job

III. Other Details:

(a) Married or Single: _____ Date of Birth: _____ Age: _____

(b) Place of Birth : _____ Nationality: _____ Religion: _____

(c) Languages Known: _____

(d) If backward class, give details: _____

IV. If belonging to Handicapped Category: Mention nature & percentage of handicap (attach relevant certificate/s)

V. Enclosures:

Certified copies of Marksheets	Tick	Certified copies of marksheets	Tick
1 Date of Birth Proof (SSC Passing certificate/ Municipal Birth Certificate/ School Leaving Certificate)		4 BA/B.Sc/B.Com Marksheets	
2 SSC (Class X) Marksheet		5 MA/M.Sc/M.Com Marksheets	
3 HSC (Class XII) marksheet			

DECLARATION

I hereby declare that –

- 1. I am aware of and shall abide by the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), and I understand that the institution is committed to maintaining a safe, respectful and inclusive environment for all staff and students.**
- 2. All the information provided by me in this application form and the attached documents are true to the best of knowledge and belief.** I understand that any misrepresentation may lead to appropriate action as per institutional norms.

Place: _____

Date: _____

(Signature)

GENERAL INSTRUCTIONS TO APPLICANTS

1. Applicants must possess the **prescribed educational qualifications and experience**, if any, specified by the Institution. **Applications not meeting the prescribed eligibility criteria may be rejected.**
2. Mere submission of an application or meeting the minimum eligibility criteria **does not confer any right to be called for an interview or to be selected.**
3. The Institution reserves the right to **shortlist candidates, conduct interviews/tests, select or reject any candidate, or cancel/modify the recruitment process** without assigning any reason.
4. Any false information, suppression of facts, submission of forged documents, or misrepresentation of qualifications or experience shall result in **immediate cancellation of candidature/termination of appointment**, as applicable.
5. The remuneration shall be as **fixed by the Management/Competent Authority** as per the management rules. No additional claim for regular pay scale, allowances, increments, pension, gratuity, or other benefits applicable to permanent employees shall arise from this contractual appointment.
6. The decision of the **Competent Authority/Management of the Institution** regarding selection, appointment, continuation, extension, or termination of the contract shall be final and binding.
7. The Institution reserves the right to amend, relax, add, or withdraw any of the above conditions as may be considered necessary in the interest of the Institution.

APPLICATION

- A) The Candidate wishes to apply, should download the application in the Link: _____ provided.
- B) The candidates shall be required to submit all the necessary Attested Photocopies of documents and certificates along with the application and should be submitted at the College Reception Counter on or before 31st August, 2026.
- C) Candidates are advised to carefully read and understand the above terms before submitting their application.