



St. Xavier's College

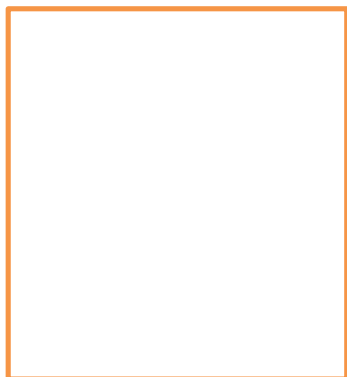
(Empowered Autonomous Institute)

Mumbai – 400 001

NTS
Ad-hoc



APPLICATION FOR NON-TEACHING STAFF APPOINTMENT



From:

Mr. /Ms. _____
(in Capital letters)

Address _____

Pin Code _____.

Tel: _____ Mobile No. _____

E-mail: _____

PAN No: _____

Aadhar No: _____

To,
The Principal,
St. Xavier's College (Empowered Autonomous Institute),
Mumbai- 400 001.

Sir,
With reference your advertisement in College Website, dated 3rd October, 2026, I would like to be considered for a Non-Teaching Post (Ad-hoc) at St. Xavier's College (Empowered Autonomous Institute) for : _____.

Following are the relevant particulars.

I. (a) Academic Qualifications:

<u>Degree</u>	<u>Subjects offered</u>	<u>Month & Year of passing</u>	<u>Total Marks Class obtained with Percentage Total/Out of</u>	<u>School / College</u>	<u>Board / University</u>
1. S.S.C. (X)					
2. H.S.C. (XII)					
3. B.A./ B.Sc./ B.Com.					
4. M.A./ M.Sc./ M.Com.					
5. M.Phil./ M.Tech.					
6. Ph.D.					
7. NET/ SET					
8. Other Degrees					

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

II. Experience & Extra – Curricular Activities:-

Institution (College/Univ. Dept)	University	Position held	Nature of appointment Full-time, Part-time, Permanent, Temporary, Visiting, Probationary etc.	Period of appointment with dates	Subjects & Classes taught	Reason for leaving previous appointment

III. Other Details:-

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

Place of Birth: _____ Nationality _____ Religion _____

If Backward Class; give particulars: _____

IV. If belonging to Handicapped Category: Mention nature & % of handicap (Attach relevant certificate):

V. Enclosures :

Certified copies of marksheets / Documents	Tick details	Certified copies of marksheets / Documents	Tick details
1. Date of birth (SSC Passing certificate /Municipal Birth Certificate / School LC)		4. B.A./B.Sc./B.Com. Marksheets	
2. SSC (Class X Marksheet)		5. M.A./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 form and the attached documents is true and correct to the best of my knowledge and belief. I understand that any misrepresentation may lead to appropriate action as per institutional norms.

Yours faithfully,

Date: _____

(Signature)