



**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 TOI / Maharashtra Times, dated \_\_\_\_\_, 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 &amp; 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<br>(College/Univ.<br>Dept) | University | Position<br>held | Nature of<br>appointment<br>Full-time,<br>Part-time,<br>Permanent,<br>Temporary,<br>Visiting,<br>Probationary<br>etc. | Period of<br>appointment<br>with dates | Subjects<br>&<br>Classes<br>taught | Reason for<br>leaving<br>previous<br>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 /<br>Documents  | Tick<br>details | Certified copies of marksheets /<br>Documents | Tick<br>details |
|--|-----------------|---|-----------------|
| 1. Date of birth (SSC Passing certificate<br>/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)