

ARYABHATTA COLLEGE  
[Formerly Ram Lal Anand College (Evening)]  
(University of Delhi)  
Benito Juarez Road, Anand Niketan,  
New Delhi-110021.  
Website: www.rlac.ac.in

Application Form for  
non-teaching posts.

Paste a latest  
passport size  
photograph here

Detail of Fee Paid: Rs. \_\_\_\_\_ DD No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Issuing Bank: \_\_\_\_\_ drawn on : New Delhi

Post Applied for :

ADMINISTRATIVE OFFICER

1. Name (in block letters) Mr./Ms./Miss \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
4. Nationality: \_\_\_\_\_ Married/Unmarried \_\_\_\_\_
5. Postal Address:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Permanent Address:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Mobile/Tele. No. : \_\_\_\_\_ e-mail \_\_\_\_\_

7. EDUCATIONAL QUALIFICATIONS (From Matriculation onwards) (Attach separate sheet if space below is insufficient)

Examination passed	Year of passing	School/College/University attended	Divn./%age	Subjects offered
_____	_____	_____	_____	_____

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8. Do you know operation of Computers \_\_\_\_\_  
 If yes, give detail : \_\_\_\_\_  
 \_\_\_\_\_

9. Do you know typewriting/shorthand? If so, state speed
- |             |              |              |
|-------------|--------------|--------------|
|             | English      | Hindi        |
| Shorthand   | _____ w.p.m. | _____ w.p.m. |
| Typewriting | _____ w.p.m. | _____ w.p.m. |

10. Experience, if any: (Attach separate sheet if space below is insufficient)

Office in which worked /working	Designation Permanent/Temporary	Period		Length of experience		Salary Drawn
		From	To	Years	Months	

11. Do you belong to SC/ST/OBC/PwD category : YES / NO  
(If yes, attach certificate)

12. Any other information you may like to furnish: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**DECLARATION:-**

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

Date : \_\_\_\_\_

\_\_\_\_\_  
(Name of Applicant)

**Important Note:**

Before filling up the Application Form, applicants are advised to read the detailed advertisement carefully. Incomplete Application Form will be rejected.