



# UNIVERSITY OF PETROLEUM & ENERGY STUDIES

**Dehradun**

**Bidholi Campus Office, Energy Acres, P.O. Bidholi, Via-Prem Nagar, Dehradun-248006  
(First Indian Energy University approved by UGC Under Section 2(f) of UGC Act, 1956)**

## APPLICATION FORM

Position Applied For:.....

Department:.....

Self attested passport  
size photograph to be  
affixed

### **PERSONAL DETAILS**

1.	Full Name (In Capital Letters)			
2.	Father's Name			
3.	Mother's Name			
4.	Date of Birth	5.	Marital Status	
6.	Current Address			
7.	Permanent Address			
8.	Contact Nos.	Residence	Mobile	Emergency
9.	E - Mail Address	10.	PAN No.	
11.	*Nationality/Citizenship	12.	Blood Group	
13.	Name of the State to which you belong	14.	Category you belong to (General/ST/SC/OBC/Other)	
15.	<b>FAMILY DETAILS</b>	Name	Date of Birth	Relationship

\*Work Permit availability status in case of Foreign National

<b>16.</b>	Were you at any time declared Medically unfit; asked to submit your resignation; discharged or dismissed from Service?	
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**17. EDUCATIONAL QUALIFICATION**

Examination Passed	Name of the Board/ University	Year of Passing	Division & Percentage	Specialisation	Remarks
X					
XII					
UG					
PG					
Any Other					

**RESEARCH DEGREES**

				<b>RESEARCH GUIDE DETAILS</b>	
Degree	Title	Date of Award	University/ Institute	Name	Designation & Institute
M.Phil					
Ph.D					
D.Sc/ D.Litt					

**18. EMPLOYMENT DETAILS** (starting from current)

Designation	Name of Employer	Period From	To	Salary with Grade	Gross Salary	Work Profile	Reason for Leaving

<b>Present Salary Details</b>						
Pay Scale	Basic Pay	HRA	DA	Other Allowances	Gross Total	

<b>19.</b>	Status of Employment (Permanent/Probation/Part Time/Visiting)	
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**20. OTHERS**

<b>a. Conferences/Seminars/Workshop Attended/ Organised/ Conducted</b>				
Name of Conferences/Seminars/Workshops	Year	Organizer	National/ International/ Organised in University/ Institute	
<b>b. Details of Projects / Internship Undergone</b>		Title	Organisation	Duration

<b>c. National/International Awards/Fellowship Conferred/Scholarship</b>	
Name of Award	Organization

<b>d.</b>	<b>Short Term Training Courses Attended</b>			
	Name of the course	Place	Duration	Organisation/ Sponsoring Agency
<b>e.</b>	<b>IT Skills</b>			
	SAP	MS Office	ERP/ Lotus/ People Soft/ Tally	Any other Software

<b>f.</b>	<b>Extra-curricular Activities /Administrative Responsibilities or other Responsibilities held/ Any other Achievements</b>

**21. REFERENCES** (3 References with whom the candidate has worked including from the last Organization / Institute Served)

Name	Current Position	Organization	Contact Details (E mail ID, Mobile No., Phone no.)
			E mail ID Mobile No. Phone no.
			E mail ID Mobile No. Phone no.
			E mail ID Mobile No. Phone no.

**22. Did you previously apply for any post in this Institute? If yes, give details:**

Post Applied for:..... Date of Application:.....

**23. Job Reference (kindly tick mark)**

- a. Naukri.com
- b. UPES Website
- c. Newspaper
- d. Employee Referral (name of referee).....
- e. Any Other Source .....

**APPLICANT’S DECLARATION**

“I hereby declare that the information stated above are true, complete and correct to the best of my knowledge and belief.”

Name.....

Signature of Applicant

Place:.....

Date.....

#### **24. DOCUMENTS TO BE ATTACHED**

1. Updated Resume
2. Educational Certificates & Marksheets (from class 10<sup>th</sup> till highest degree)
3. Appointment Letter of current organization/Last served organization
4. Latest Salary Slip/Statement
5. Pension Certificate (in case applicable)
6. Address Proof & ID Proof
7. Passport size photograph (6 nos.)
8. Experience & Relieving Certificate from previously served organizations
9. Certificates of Awards and Recognitions
10. Testimonials (if any)
11. Certificates of Training Courses Attended
12. Any other information you may like to attach