

	<h1>UNIVERSITY OF PETROLEUM & ENERGY STUDIES</h1> <p>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)</p>
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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. Aadhar 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.	<i>FAMILY DETAILS</i>	Name	Date of Birth	Relationship

*Work Permit availability status in case of Foreign National

16.	Were you at any time declared Medically unfit; asked to submit your resignation; discharged or dismissed from Service?	
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Present Salary Details						
Pay Scale	Basic Pay	HRA	DA	Other Allowances	Gross Total	

17	Have you ever been convicted or any legal proceedings pending (Y/N) <input type="checkbox"/> If Yes please provide the details. _____
	Do you have any relative or known working in UPES(Y/N) <input type="checkbox"/> If Yes please provide the details. _____
	Any history or ongoing major illness/surgery (Y/N) <input type="checkbox"/> If Yes please provide the details. _____

18.	Were you at any time declared Medically unfit; asked to submit your resignation; discharged or dismissed from Service?	
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19. EDUCATIONAL QUALIFICATION

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

Degree	Title	Date of Award	University/ Institute	Name	Designation & Institute
M.Phil					
Ph.D					
D.Sc/ D.Litt					

20. EMPLOYMENT DETAILS (starting from current)

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

21.	Status of Employment (Permanent/Probation/Part Time/Visiting)	
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22. OTHERS

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

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

d. Short Term Training Courses Attended			
Name of the course	Place	Duration	Organisation/ Sponsoring Agency

e. IT Skills			
SAP	MS Office	ERP/ Lotus/ People Soft/ Tally	Any other Software

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

23. 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.

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

Post Applied for:.....

Date of Application:.....

25. 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 10th 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