



# SIKKIM UNIVERSITY

[A Central University established by an Act of Parliament of India, 2007]

6th Mile, Samdur, P.O. Tadong, Gangtok-737102, Sikkim

Tel: 03592-251403/251415; Fax: 03592-251067

Website: [www.cus.ac.in](http://www.cus.ac.in)

## APPLICATION FORM

### LEGAL RETAINER

(FILL ALL INFORMATION IN BLOCK LETTERS)

Paste a passport size photograph. Self attest it with some part of the signature on the photo and the application

Application for the post of \_\_\_\_\_

1. Advertisement No. & Date : .....
2. Name of the Applicant : .....
3. Father's name / Husband's name : .....
4. Telephone/Mobile number : .....
5. E-mail ID : .....
6. Date of Birth : .....
7. Present address for correspondence : .....
8. Permanent Home Address : .....
9. Place of birth : District: ..... State: .....  
Country:..... Pin Code:.....

10. Academic Qualification along with attested copies of certificates (If required, attach extra sheets):

Sl. No.	Examination passed	Division with % of marks	Subject	Year of passing	Board/ University	Distinction achieved, if any	Regular/ Correspondence course
1	Secondary/Matriculation						
2	Inter/Senior Secondary (10+2)						
3	B.A/B.Sc./B.Com. (Honours/General)						

4	M.A./M.Sc./M.Com.						
5	M.Phil./Ph.D.						
7	MBA						
8	LLB						
9	LLM						
10	Any other professional courses						

11. Whether belongs to [strike out whichever is not applicable]:

- a) Scheduled Caste# : Yes/No
- b) Scheduled Tribe# : Yes/No
- c) Other Backward Class\* : Yes/No
- d) Differently-abled# : Yes/No Percentage of disability: .....
- e) None of the above : Yes/No

# Please attach a copy of certificate issued by competent authority

\*As per the list recognized and notified by the Government of India and those who do not come under Creamy Layer.

12. Work Experience:

Sl. No.	Post held (Regular/Contract */Ad-hoc*	Employer	Last pay drawn with pay scale	Nature of assignment	Period with dates

\*If on contract or *ad-hoc* please mention the broken spell.

13. Technical qualification(s), if any:

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.....

.....

14. Language(s) Known:

- i. Read
- ii. Write
- iii. Speak

15. Name and address of three referees, who should be responsible persons, not related to the candidate but well acquainted with her/his work.

Sl. No.	NAME	ADDRESS	TEL. NO.	E-MAIL
1.				
2.				
3.				

16. State briefly why do you consider yourself fit for the post applied for. [Use Separate sheet if necessary and enclose]:

.....

.....

.....

.....

.....

.....

17. a) Have you ever been dismissed from service? Yes/No

b) Have you ever been arrested/prosecuted/kept in detention/bound down/fined/convicted by a court of Law or whether any case is pending against you in a Court of Law?

Yes/No

c) Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution?

Yes/No

d) If the answer to any of the above question is 'Yes' give details:.....

.....  
.....  
.....



18. DECLARATION

I, Smt./Kum/Sh.  
..... certify that all  
the above mentioned information given by the undersigned is correct and  
complete to the best of my knowledge and belief. I am not aware of any  
circumstance which may impair my fitness for employment in **SIKKIM UNIVERSITY**  
and if any time any entry is found to be incorrect, suitable disciplinary  
action may be taken against me.

Date:

Signature of the Applicant

19. Details of enclosures:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_
- g) \_\_\_\_\_
- h) \_\_\_\_\_
- i) \_\_\_\_\_
- j) \_\_\_\_\_
- k) \_\_\_\_\_

# SUMMARY SHEET

**SPACE FOR OFFICIAL PURPOSE ONLY**

Paste (do not staple)  
a recent passport  
size photograph  
[of Applicant]

**[TO BE COMPULSORILY FILLED IN BY THE APPLICANT]**

Name:	
Post applied for:	
Date of Birth:	
SC/ST/OBC/DA/None :	
Place of Birth:	
<b><u>Educational Qualifications:</u></b>	
Secondary/Matriculation:	
Inter/Senior Secondary [10+2]:	
B.A/B.Sc./B.Com.:	
M.A/M.Sc./M.Com.:	
M.Phil./Ph.D.:	
<b><u>Professional Qualification:</u></b>	
(MBA/LLB/MCA):	
LLM	
Any Other qualification:	
Current Employment and Full Address of the Institution:	
Work Experience (only full- time) [in yrs]	1. _____ 2. _____ 3. _____ 4. _____
Experience in Educational Institution /University/Research:	
Administrative Experience [No. of years]: Brief Detail:	
Professional Training Attended [in No.] Brief Detail:	
Suitability of the Candidate for the Post [self declaration]	
Other Information [if any]	
Remarks (for Official purpose only)	

*I, Smt./Kum/Sh. .... hereby certify that the information given above are true to my knowledge and belief. In case at any stage it is found that the information given by me is false/incorrect, Sikkim University shall have the right to reject my application/candidature.*

**Date:**

**Signature of the Applicant**