

**Application form (for all categories other than faculty and teachers )**  
**Shaheed Hasan Khan Mewati Govt. Medical College, Nalhar (Mewat)**

Application for the post of .....

<u>(for office use only)</u>
No. ....
Date of receipt .....
Category .....
Signatory authority .....
Name .....
Sign.....

*Please paste self  
attested passport  
size photograph*

1. Name of the applicant (Hindi) .....  
(English in capital letters) .....
2. Father's Name .....
3. Mother's Name .....
4. Date of Birth (DD/MM/YY). .....
5. Age on 22.11.2011 .....
6. Birth Place ..... District  
..... State.....
7. Marital Status  
.....
8. Gender (Male or Female)  
.....
9. Are you
  - (a) A citizen of India by birth or by domicile
  - (b) A person having migrated from Pakistan with intention of permanently settling in India or a subject of Nepal or Sikkim or Subject of a Poretugese Possession India
  - (c) Scheduled Caste of Haryana
  - (d) Backward Class candidate of Haryana
  - (e) Ex- serviceman/ Serving Soldier.....  
Certificate to this effect from competent authority should be attached.
10. Name of the State to which you belong .....
11. Contact No.s Landline .....  
Mobile .....  
E-mail ID .....
12. Full Address (Permanent ) .....  
.....  
.....  
Correspondence .....

.....  
 .....  
**13. Educational Qualification:**

Class / Courses	University/ College/ Board	Year of passing	Marks obtained	Maximum Marks	Percentage (%) of marks
Matric (10 <sup>th</sup> )					
Sr. Secondary (12 <sup>th</sup> )					
Graduation					
Post Graduation: Degree/ Diploma					
Others	1				
	2				
	3				

**14. Past Experience:**

Organization	Duration		Job Designation	Job description	Awards & Achievements
	From	To			

15. Any other experience .....

16. Languages Known (Read) .....  
 (Write) .....  
 (Speak) .....

17. Hobbies and Interest .....

**Declaration:** I hereby declare that:-

- All statements made in this application are true, complete and correct to the best of my knowledge and belief.
- I have never been convicted by Criminal Court.

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

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

Signature of the candidate  
 (Unsigned application will be rejected)

<b>Qualification and Experience</b>		
<b>Sr. No.</b>	<b>Name of the posts</b>	<b>Qualification and experience</b>
1	Steno Typist	<ol style="list-style-type: none"> <li>1) Graduate from a recognized University</li> <li>2) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 word per minute and transcription thereof at 15 words per minute or both. Mistake should not exceed 8%</li> <li>3) Knowledge of Computers: Candidate will also be required to be qualify the test at the speed of 8000 key depressions per hour in MS- Word</li> <li>4) Knowledge of Hindi / Sanskrit upto Matric.</li> </ol>
2	Clerk cum Data Entry Operator	<ol style="list-style-type: none"> <li>1) Graduate from Recognized University;</li> <li>2) ITI certificate course in Data preparation and punching with minimum two years experience in Data Entry Operations and word processing; OR</li> <li>3) Four years experience in Data entry operator in Data entry operations and word processing;</li> </ol> <p>Knowledge of Hindi/Sanskrit upto Matric Standard;</p>