



# S.N.D.T. WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, New Marine Lines, Mumbai -400 020.

## Advertisement No. 02/2025 Dated 18.09.2025

### Prescribed Application Form

#### Project Assistant / Office Assistant / Attendant

Candidates are requested to fill in relevant column in the Application form. For another column/s which is not applicable they should leave it blank.

Affix Latest  
Passport size  
photograph with  
self attestation

To,  
The Registrar,  
S.N.D.T. Women's University,  
Mumbai - 400 020.

Sub : Application for the post of \_\_\_\_\_  
(Name of the Post)

Sir,

I, hereby, submit my application for the post mentioned above, with the following details :-

1. Name in Full (in Capital Letters)

Shri. /Smt. \_\_\_\_\_

(Surname)

(Name)

(Father's Name)

In Devnagri \_\_\_\_\_

2. Postal Address in Full : \_\_\_\_\_  
\_\_\_\_\_

Phone No. with STD code : \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email ID (Mandatory) : \_\_\_\_\_

3. Date of Birth :

d	d	m	m	y	y	y	y

4. Age :

5. Male / Female : \_\_\_\_\_

6. Whether Handicapped : Yes/No.

Whether Sportsman : Yes/No

7. Category : (Tick (✓) in the appropriate box)

SC (1)	ST (2)	VJ(A) (3)	NT(B) (4)	NT(C) (5)	NT(D) (6)	OBC (7)	SBC (8)	UNRESERVED (9)

Caste : \_\_\_\_\_

Sub Caste : \_\_\_\_\_

8. (a) Nationality : \_\_\_\_\_

(b) Mother tongue : \_\_\_\_\_

#### **9. Application Online Fee details :**

Application Online Fee Receipt No.	Date	Amount (Rs.)

**10. Languages Known** (Please give details and in appropriate columns)

Mother-tongue	Read	Write	Speak
<b>Other Languages</b> 1.			
2.			
3.			

**11. Educational Qualifications:**

Examination Passed	University / Board	Month & Year of Passing	Subjects of Specialization	% of Marks	Class/Div/ Grade awarded

**12. Administrative Experience:**

Sr. No.	Name of Institution	Position Held	Nature of Appointment	Period		salary/ salary scale
				From	To	

Sr. No.	Present Position	
1.	Name of the Institution /Organization where working	
2.	Designation	
3.	Nature of appointment (Temporary/Permanent/Part-time/Full Time)	
4.	Date of appointment	
5.	Date of confirmation	
6.	<b>Salary</b>	
7.	Present Salary Scale/Pay Band with AGP	
8.	Present Basic Salary	
9.	Allowances	
10.	Total emoluments	
11.	Date of next increment	
12.	Amount of increment	

13.

<b>Other Information</b>		
	Name and address of two persons other than relatives, to whom reference can be made about work and character of the applicant (enclosed copies of certificate from them. One of the certificates should be from the last employer and if not employed from the Head of the Institution from where the candidate has passed the last examination.)	
Sr. No.	Name	Full Address
1 (a)		
1(b)		
2.	Date when you can join, if selected	
3.	Registration No. given by the Employment exchange, if registered with them	
4.	Have you any relative/s employed at the University or any of the Institutions concerned with University, if so give name of relative, name of the Institution/Department where he/she is working	

14. Any other information, which is not cover above.

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15. Following documents are enclosed :

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Place :

Date :

Name & Signature of the Candidate:

## DECLARATION

I, hereby, declare that, all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that, in the event of any information being found false, incomplete, or incorrect, my candidature / appointment is liable to be cancelled / terminated at any stage. I further understand that no cognizance shall be taken of any request for withdrawal of my application. I have read carefully all instructions given in Advt. No. 02 of 2025 dated 18.09.2025 on the website of the University <https://sndt.ac.in>

Place :

Date :

Name & Signature of the Candidate:

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### Recommendation of employer

To,  
The Registrar,  
S.N.D.T. Women's University,  
Mumbai -20

Sir,

I am forwarding an application of Shri./Smt. \_\_\_\_\_ working  
in \_\_\_\_\_ as \_\_\_\_\_ as a duly recommended.

Yours faithfully,

(Name & Signature of Employer)  
Seal :

Place : Mumbai

Date :

## DECLARATION OF SMALL FAMILY

FORM - 'A'

(See Rule - 4)

1. Shri./Smt./Kum. \_\_\_\_\_ son/  
daughter/wife of Shri. \_\_\_\_\_  
aged \_\_\_\_\_ years, resident of \_\_\_\_\_

\_\_\_\_\_

District : \_\_\_\_\_ City : \_\_\_\_\_ do hereby declared as follows :

- 1) That I have filled my application for the Post of \_\_\_\_\_  
\_\_\_\_\_ as per the Advt. No. 02 of 2025 dated  
18.09.2025.
- 2) I have \_\_\_\_\_ (Number) living children as on today \_\_\_\_\_. Out  
of which No. of children born after 28<sup>th</sup> March, 2005 is \_\_\_\_\_ (Mention  
dates of birth, if any) Date of Birth of children who born after 28th March,  
2005.
- 3) I am aware that, if any total No. of living children are more than two due to the  
children born after 28<sup>th</sup> March, 2006, I am liable to be disqualified for the same  
post.

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

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

Name & Signature of the candidate :

**FORMAT FOR NO OBJECTION CERTIFICATE**

(To be typed on Employers letterhead)

**TO WHOMSOEVER IT MAY CONCERN**

Certified that Shri/Smt./Kum. \_\_\_\_\_,  
working as (Designation)\_\_\_\_\_ is a confirmed employee of this  
(Organization name) \_\_\_\_\_. This office  
has **NO OBJECTION** in his / her applying for the post of \_\_\_\_\_ at  
the S.N.D.T. Women's University, Mumbai in response to the advertisement in newspaper  
Advt. No. 02 of 2025 dated 18.09.2025. and to appear for interview (if called). There is  
no vigilance/disciplinary case either pending or contemplated against him/her.

\_\_\_\_\_  
Signature of Head of the Department/  
Forwarding Authority.

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

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

