



MAHATMA GANDHI UNIVERSITY
MAHISHADAL, PURBA MEDINIPUR
WEST BENGAL-721628

APPLICATION FORM FOR CONTRACTUAL APPOINTMENT

UNDER RE-EMPLOYMENT SCHEME

Employment Notification Ref. No.: MGU/R/Emp. Advt./08/2026/192, dated 21.08.2026

POST APPLIED FOR: _____	Recent Passport Size Photograph
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1. PERSONAL DETAILS

Full Name (in BLOCK LETTERS)	
Father's / Mother's / Spouse's Name	
Date of Birth (DD/MM/YYYY)	
Age as on 31.08.2026	
Gender	Male / Female / Other
Nationality	
Category (if applicable)	
Whether retired from Government / Quasi-Government / Government Undertaking / Equivalent	Yes / No
Last Post Held before Retirement	
Date of Retirement	

2. CONTACT DETAILS

Present Address	
Permanent Address	
Mobile No.	
E-mail ID	

3. EDUCATIONAL QUALIFICATIONS

Examination / Degree	Board / University	Year of Passing	Subjects / Specialization	Marks / CGPA	Division / Class

4. PROFESSIONAL / TECHNICAL QUALIFICATIONS (IF ANY)

Qualification	Institution / University	Year	Specialization	Remarks

5. DETAILS OF EXPERIENCE

Sl. No.	Name of Organization	Post Held	Nature of Duties	From	To	Total Experience	Remarks
1							
2							
3							
4							
5							
6							

6. DETAILS OF ADMINISTRATIVE / SUPERVISORY EXPERIENCE

Total Administrative Experience	
Total Supervisory Experience	
Experience in University / Research Institute / Institute of Higher Learning	
Experience in Government / Quasi-Government / Government Undertaking	
Details of Senior / Higher Administrative Positions Held	

7. RELEVANT INFORMATION FOR THE POST APPLIED FOR

Details showing fulfilment of Essential Qualifications / Experience	
Details of Desirable Qualifications / Experience, if any	
Any other relevant information / achievements	

8. DOCUMENTS ENCLOSED

Please tick (✓) the applicable documents enclosed with the application:

- ☐ Detailed Bio-data / Curriculum Vitae
- ☐ Proof of Date of Birth
- ☐ Educational Qualification Certificates and Mark Sheets

- ☐ Professional Qualification Certificates (if applicable)
- ☐ Experience Certificates
- ☐ Retirement / Last Employment Proof
- ☐ Documents supporting Administrative / Supervisory Experience
- ☐ Proof of Identity and Address
- ☐ Other supporting documents (please specify): _____

9. DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that any false information, suppression of facts or submission of incomplete information may lead to rejection of my application or cancellation of my candidature. I further agree to abide by the terms and conditions mentioned in the Employment Notification.

Place: _____	Signature of the Candidate: _____
Date: _____	Name: _____

IMPORTANT INSTRUCTIONS FOR THE APPLICANT

1. Candidates applying for more than one post must submit separate applications for each post.
2. The application should be accompanied by relevant supporting documents.
3. Candidates must bring the original documents and self-attested copies of supporting documents at the time of the Walk-in Interview.
4. Incomplete applications or applications received after the prescribed last date are liable to be rejected.
5. Mere fulfilment of eligibility criteria does not confer any right to be called for interview.
6. The University reserves the right to reject any or all applications without assigning any reason.
7. Canvassing in any form will lead to disqualification of candidature.
8. No TA/DA shall be admissible for attending the interview.

Mahatma Gandhi University, Mahishadal, Purba Medinipur, West Bengal – 721628