

V V COLLEGE OF ENGINEERING

(Approved by AICTE and Affiliated to Anna University of Technology-Tirunelveli)
V V Nagar, Arasoor, Tisaiyanvilai (Via)-627657, Tuticorin(Dt). Ph: 04637-273213, www.vvcoe.org

Application Form for Non-Teaching Position		Affix your latest photograph or scan and place your photograph here
Advertisement No:	Date received : (for office use)	
Post Applied for :		
Department of :		

1. Personal details: Write Clearly or Type (Put Tick mark / Strike out where ever necessary)

Name						
Date of Birth	Day	Month	Year	Age as on date of advertisement	Year	Month
Father /Husband's Name						
Gender						
Category	OC / BC / MBC / SC / ST					
Marital Status	Single / Married					
If physically challenged, indicate type of Disability						

2. Academic Record (Strike out where ever necessary, FT=Full Time, PT=Part Time, DE =Distance Education)

Programme	Subject/ Specialization	Year	% of Marks/ Grade	Total No. of additional Attempts	University/ College/ Board
SSLC/Matriculation					
Higher Secondary					
Trade					
Diploma					
Bachelor's degree FT /PT / DE					
Master's degree FT /PT / DE					

3. Past Work Experience (Start from first appointment to the present). Add additional rows, if needed

Post held	Employer (Name & brief address of the Organization)	Period		Nature of work	Total Experience in Years
		From	To		

4.Details of the certification /Training programme attended (Insert additional rows, if necessary)

Name of the Programme	Year	Duration (in days)	Organizing Institution

5. Skill details: (Enter mark on a scale of 1 -10 where the score 10 indicates maximum skill)

Operating systems and Packages	Skill (Max 10 marks)	Hardware	Skill (Max 10 marks)	Languages/ computer languages	Skill (Max 10 marks)
Windows		Networking		Tamil	
Linux		PC servicing		English	
unix		Monitor servicing		Hindi	
Word		Printer servicing		C	
Excel		EPABX / telephone		C++	
Power Point		UPS/Generator service		Visual studio	
Access		Diesel/petrol Engine		others	
others		Coil rewinding			
		wiring			
		others			

6. Awards /Honours/any other academic distinction (Insert additional Rows if necessary)

Name of the award/honour/distinction	Awarded by	year

7. Participation in Extension work/Community services/Sports

Name of the Sport/Work/Service	Participatory Level (member, leader etc..)	Period/ year

8. Joining details

Expected Salary	Joining time required

9. Habits / Inclinations (put tick mark / strike out where ever necessary)

Pan / Gutka etc	Never / Occasionally / Frequently
Smoking	Never / Occasionally / Frequently
Consumption of Alcoholic beverage	Never / Occasionally / Frequently

10. References: Please provide names of two persons who are not related and are familiar with your work/professional experience/accomplishments

	Reference 1	Reference 2
Name and address		
Email:		
Mobile /landline Phone no.		

11. Contact Details of the Applicant Name

Address for Correspondence	
Email:	Land Line No. :
	Mobile No: :

12. Declaration

I, _____ son/daughter of _____ hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the College without assigning any reason thereof.

Date: _____

Place _____

Signature of the applicant

(Name in Capital letters)

INSTRUCTIONS

1. Provide details in the application completely. Put Tick mark / Strike out/ Leave blank where ever necessary.
2. Application must be accompanied by photo copies of all certificates
3. The College reserves the right, not to consider any application or withdraw any post without giving any reason.
4. No TA/DA will be provided for attending the interview
5. Send the Completed applications by post/courier to 'The Secretary, VV College of Engg., V V Nagar, Arasoor, Tisaiyanvilai(via),Tirunelveli(Dt)-627 657' or mail to **recruitment@vvcoe.org**