

APPLICANT INFORMATION SHEET

For recruitment of appointment of the Principal post

01 APPLICANT PROFILE

Application for the post of	Principal _____
Name of the Applicant	_____ _____
Address for Correspondence	_____ _____ _____ _____
Email Address	_____ _____
Phone Number	Landline _____ Mobile _____
Permanent Address	_____ _____ _____ _____ _____
Date of Birth / Gender	_____ _____
Gender	Male / Female / Other _____
Marital Status	Married / Unmarried / Other _____
COA Registration	CA / _____ / _____ Valid Till _____
PAN / Aadhaar	PAN _____ Aadhaar _____ _____

02 EDUCATIONAL QUALIFICATIONS

Sr. No.	Qualification	Year of Passing	Institute	Board / University	Year of Passing	Percentage / CGPA
1						
2						
3						
4						
5						
6						
7						
8						

03 ADDITIONAL INFORMATION

EXPERIENCE PROFILE

Details of professional and teaching experience

04 PROFESSIONAL EXPERIENCE

Total Professional Experience (Years): _____ After date of COA registration & excluding full-time teaching experience

Sr. No.	Organisation	Post	From	To
1				
2				
3				
4				
5				
6				

05 TEACHING EXPERIENCE

Approved Teaching Experience (Years): _____ Excluding full-time professional experience

Sr. No.	Institute	Post	From	To	Approved
1					
2					
3					
4					
5					
6					
7					
8					

DOCUMENT CHECKLIST

Please tick ✓ against each document submitted with the application

06 DOCUMENTS ATTACHED

Sr. No.	Attested Copies of the Documents	Status
1	SSC Certificate / Mark list	☐ Yes ☐ No
2	HSC Certificate / Mark list	☐ Yes ☐ No
3	Graduation Mark list	☐ Yes ☐ No
4	Graduation Degree Certificate	☐ Yes ☐ No
5	PG Mark list	☐ Yes ☐ No
6	PG Degree Certificate	☐ Yes ☐ No
7	PhD Provisional / Declaration Certificate	☐ Yes ☐ No
8	PhD Degree Certificate	☐ Yes ☐ No
9	Valid proof of Date of Birth (PAN / Leaving Certificate / Birth Certificate / Passport)	☐ Yes ☐ No
10	PAN Card	☐ Yes ☐ No
11	Aadhaar Card	☐ Yes ☐ No
12	Nationality Certificate or document	☐ Yes ☐ No
13	Domicile Certificate or document	☐ Yes ☐ No
14	Name change document, as applicable	☐ Yes ☐ No
15	Equivalence Certificate wherever applicable	☐ Yes ☐ No
16	Address proof (Electricity Bill / Property Tax / Passport or any other valid proof of address)	☐ Yes ☐ No
17	Council of Architecture Registration Certificate	☐ Yes ☐ No
18	Professional Experience Documents	☐ Yes ☐ No
19	Teaching Experience Documents	☐ Yes ☐ No

07 DECLARATION & SIGNATURE

I hereby declare that the information provided above is true, accurate, and complete to the best of my knowledge and belief. I have submitted a No Objection Certificate (NOC) from my current Institution / Firm / Employer.

Place

Date

Signature of Candidate