



UTTARAKHAND AYURVED UNIVERSITY

(An autonomous body of state govt. recommend by UGC under section 1956 (2F), A member of All Indian Universities)

Harrawala, Dehradun -248001

GENERAL INSTRUCTIONS FOR CANDIDATES FOR FILLING APPLICATION FORM

FOR NON TEACHING POSTS

1. Candidates must read all the instructions carefully before filling the application form.
2. Only one application form is accepted by one candidate. More than one application form for different post will not be accepted and both the applications will be rejected in that case.
3. Candidate must be assure himself about his/ her own eligibility criteria and experience (if applicable).
4. Candidates have to download the application form from the Web site: www.uau.ac.in
5. Take the print out of form which is to be filled by the candidate in his/ her own handwriting with blue / black ball pen. No blank space should be left in the form, mention- NA if not applicable for any column. Form must be completed with signature as well as thumb impression at the space given.
6. Application Form has FIVE proforma to be filled- 1st is the application form, 2nd is the list of enclosures, (should be filled in duplicate), 3rd is the merit index and 4th is Call Letter for Candidate (should be filled in duplicate), 5th is attendance sheet. All must be filled by the candidates own hand writing. Candidate should not write in the space left for office use.
7. Application fee will be enclosed with the application form as Demand Draft, at the name of "Finance Officer, Uttarakhand Ayurved University, Dehradun" Payable at Dehradun.
8. Attach all the relevant self attested photo copies as per the number of enclosures mentioned in the form by the candidate. In case, candidate fail to enclose any of his/her document, that it will be one of the reason for form rejection.
9. Application form must be sent through registered post / speed post only. Application form will not be acceptable by any other mode. **Date of form submission is 18th February 2021, up to evening 5:00 PM. After the given date and time, no application will be entertained.**
10. **Over the envelope, mention and underline the Application form for which post and post code. Address- "Registrar, Uttarakhand Ayurved University, Harawala Dehradun".** Candidate must also mention his/her complete address and phone number on the envelop.
11. Also enclose three stamped (one for speed Post @ Rs. 41/-) and complete self addressed envelope with the form.
12. Candidate must enclose the 'No Objection Certificate' in the given format, if working at any institution.
13. For number of Posts, eligibility, experience, D.D and other details, please visit the Web site: www.uau.ac.in and find the attachment.

PROFORMA – 1



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Harrawala, Dehradun – 248001

Website: www.uau.ac.in e-mail: uttarakhandayurved@gmail.com

Advertisement No.Post Code Applied For.....

Fee Details :

Amount :.....DD No.....Date.....

Name of Bank & Branch.....

Name of Candidate :

Mother's Name :

Father's Name :

Date of birth : (dd/mm/yyyy).....

Category : SC / ST / OBC / GEN.....Sub-category if Any :

Nationality:..... Domicile State :

Address :

.....Mobile No.....

Email Id.....

Identity Proof (Adhar Card/PAN card/Voter Id card) No.....

Academic Details :

Qualification	Board / University	Passing Year	Division/Percentage	Subject
High school (10)				
Intermediate (10+2)				
Graduation				
Post Graduation				
Specialization (Ph.D., Diploma etc)				
Others				

Self Attested
Passport size
Photograph

Experience Details :

S. No.	College/Institution	Post held	From	To	Pay scale
1					
2					
3					

Current Position :

Name of Post :.....Department :..... Institution :.....Date of Appointment.....
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Declaration By the candidate :

I hereby declare that above information given by me is correct to the best of my knowledge. if any information found incorrect, My candidature shall stand cancelled and university can take further action also.

--

Signature of candidate

--

Left Thumb Impression

No objection Certificate from Present Employer/Head Of Institution

This is to certify that Mr.....S/O, D/O, W/O.....is working in our institution on post ofin the department of.....since Institute has no objection in appearance before interview/examination for the post he/she is applying. <p style="text-align: right;">Employer with Seal</p>

Remarks (For Office Use Only)

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PROFORMA – 2 (To be filled in Duplicate)

(copy- 1)



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Website: www.uau.ac.in e-mail: uttarakhandayurved@gmail.com

FOR OFFICIAL USE

Application No.....

Date.....

Name of candidate :

Date of Birth : (dd/mm/yyyy)..... Category.....Sub category if any.....

Post applied For.....Post Code.....

List of Enclosures:

S.No.	Enclosures	
1	High School Marksheet	
2	High school Certificate	
3	Intermediate Marksheet	
4	Intermediate Certificate	
5	Graduation Mark sheets	
6	Graduation certificate	
7	Post-Graduation Mark sheets	
8	Post-graduation Certificate	
9	Ph.D./ Diploma etc Specialization Degree Certificate	
10	Experience Certificates	
15	Demand Draft for Fee	

Signature of candidate

REMARKS (For Official Use Only)

Registrar

PROFORMA – 2 (To be filled in Duplicate)

(copy- 2)



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Harrawala, Dehradun – 248001

Website: www.uau.ac.in e-mail: uttarakhandayurved@gmail.com

FOR OFFICIAL USE	
Application No.....	Date.....

Name of candidate :

Date of Birth: (dd/mm/yyyy)..... **Category**.....**Sub category if any**.....

Post applied For..... **Post Code**.....

List of Enclosures:

S.No.	Enclosures	
1	High School Marksheet	
2	High school Certificate	
3	Intermediate Marksheet	
4	Intermediate Certificate	
5	Graduation Mark sheets	
6	Graduation certificate	
7	Post-Graduation Mark sheets	
8	Post-graduation Certificate	
9	Ph.D./ Diploma etc Specialization Degree Certificate	
10	Experience Certificates	
15	Demand Draft for Fee	

Signature of candidate

REMARKS (For Official Use Only)

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FOR OFFICIAL USE	
Application No.....	Date.....

Name of Candidate :

Date of Birth: (dd/mm/yyyy).....

Post applied For.....

Post Code.....

Category..... Sub category if any.....

Affix self-attested passport size photograph

MERIT INDEX

Qualification	Subjects	Marks Obtained/ Maximum marks	Percentage	Remark (Official Use)
High School (10)				
Intermediate (10+2)				
Graduation				
Post Graduation				
Specialization (Ph.D., Diploma etc)				

Total Experience

Years	Months	Days	Remarks(Official Use)

Signature of Candidate



PROFORMA – 4
(to be filled in Duplicate) (Copy -1)

UTTARAKHAND AYURVED UNIVERSITY

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Website: www.uau.ac.in e-mail: uttarakhandayurved@gmail.com

FOR OFFICIAL USE

Application No.....

Date.....

CALL LETTER FOR INTERVIEW / WRITTEN EXAMINATION/DOCUMENTS VERIFICATION

Name Of candidate :

Date Of Birth : (dd/mm/yyyy).....

Post applied For.....

Post Code.....

Category..... Sub category if any

Address for Correspondence:.....

..... Mobile No.....

Affix self
attested
passport size
photograph

Centre of Examination / Interview
(For Official Use)

.....

Signature Of candidate

Left Thumb Impression of candidate

Registrar



PROFORMA – 4 (Copy -2)

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FOR OFFICIAL USE

Application No.....

Date.....

CALL LETTER FOR INTERVIEW / WRITTEN EXAMINATION/DOCUMENTS VERIFICATION

Name Of candidate :.....

Date Of Birth : (dd/mm/yyyy).....

Post applied For.....

Post Code.....

Category..... Sub category if any.....

Address for Correspondence:.....

..... Mobile No.....

Affix self
attested
passport size
photograph

Centre of Examination / Interview (For Official Use)

.....

Signature Of candidate

Left Thumb Impression of candidate

Registrar



PROFORMA – 5

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Website: www.uau.ac.in e-mail: uttarakhandayurved@gmail.com

FOR OFFICIAL USE

Application No.....

Date.....

ATTENDANCE SHEET

Name Of candidate :

Date Of Birth : (dd/mm/yyyy).....

Post applied For.....

Post code.....

Category..... Sub category if any.....

Affix self
attested
passport size
photograph

Signature Of candidate
At the time of Interview / Examination

Left Thumb Impression of candidate
At the time of Interview / Examination

Registrar