



**St. Xavier's College**  
(Empowered Autonomous Institute)  
**Mumbai – 400 001**

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**APPLICATION FOR APPOINTMENT TO THE POST OF PRINCIPAL**

Paste your  
passport size  
Photograph  
here

From:

Dr. Mr. /Ms. \_\_\_\_\_  
(in Capital letters)

Address \_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_.

Tel: \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail: \_\_\_\_\_

PAN No: \_\_\_\_\_

Aadhar No: \_\_\_\_\_

To,  
Secretary,  
St. Xavier's College  
(Empowered Autonomous Institute),  
Mumbai- 400 001.

Sir,

With reference to your advertisement published in \_\_\_\_\_ dated \_\_\_\_\_, I would like to be considered **for the post of “Principal”** at St. Xavier's College (Empowered Autonomous Institute), Mumbai – 400001.

Following are the relevant particulars.

**I. (a) Academic Qualifications:**

<u>Degree</u>	<u>Subjects offered</u>	<u>Month &amp; Year of passing</u>	<u>Total Marks Class obtained with Percentage Total/Out of</u>	<u>School / College</u>	<u>Board / University</u>
1. S.S.C. (X)					
2. H.S.C. (XII)					
3. B.A./B.Sc./B.Com.					
4. M.A./M.Sc./M.Com.					
5. M.Phil./M.Tech.					
6. Ph.D.					
7. NET/SET					
8. Other Degrees					

(b) Other Qualifications if any (Certificates, Diplomas, etc.):

**II. Research & Academic Contributions: (Attach separate sheet with details of the following)**

	Yes/No (if yes attach details)
a) Research Papers in refereed Journal:	
b) Non-Refereed but with ISBN/ISSN Numbers:	
c) Text Books/Reference Books/Chapters in Books:	
d) Major Funded Research Projects:	
e) Presentation of Paper at Conferences:	

**III. Whether participated in Refresher Course/Orientation Programme: (Attach Certificates)**

Duration		Name of Institution
From	To	

**IV. Experience & Extra – Curricular Activities:-**

(a) Teaching experience if any: (If with Teaching Experience, attach Copies of University Approvals)

Institution (College/Univ. Dept)	University	Position held	Nature of appointment Full-time, Part-time, Permanent, Temporary, Probationary etc.	Period of appointment with dates	Subjects & Classes taught	Reason for leaving previous appointment

(b) Extra-Curricular Activities (As a student/staff)?

**V. Other Details:-**

(a) Married or single \_\_\_\_\_ Age : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Nationality \_\_\_\_\_ Religion \_\_\_\_\_

If Backward Class; give particulars: \_\_\_\_\_

(b) Names & address of responsible persons to whom a confidential reference about me may be made:

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel No. \_\_\_\_\_

\_\_\_\_\_ Tel No. \_\_\_\_\_

**VI. If belonging to Handicapped Category: Mention nature & % of handicap (Attach relevant certificate):**

**VII. Enclosures :**

Certified copies of marksheets / Documents	Tick appropriate details	Certified copies of marksheets / Documents	Tick appropriate details
1. Date of birth (SSC/Matriculate Passing Certificate/Municipal Birth Certificate /School Leaving Certificate)		5. M.A./M.Sc./M.Com. Marksheets	
2. SSC (Class X Marksheet)		6. NET/SET Certificate	
3. HSC (Class XII Marksheet)		7. M.Phil./Ph.D./M.Tech. Marksheets	
4. B.A./B.Sc./B.Com. Marksheets		8. Ph.D. Notification & Degree Certificate	

**VIII. Others (if any please mention):**

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\_\_\_\_\_

\_\_\_\_\_

Yours faithfully,

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

\_\_\_\_\_  
(Signature)