

**APPOINTMENT OF LECTURER/Office Assistant/Accountant**

**Notification / Application Form**

Applications are invited from interested candidates for appointment as Lecturer in Commerce, Computer Science, English, Genetics, Management, Political Science, Psychology, Office Assistant, Accountant.

The candidates may download the application form and mail the same along with their CV to [career@bvbsk.in](mailto:career@bvbsk.in) and [principal@bhavansvc.ac.in](mailto:principal@bhavansvc.ac.in)

For any enquiries you can contact on this number- 040-27111611, 27115878. Last date for submission of Application is **16<sup>th</sup> May 2026**.

Qualifications:

- A) Lecturers: Second Class with minimum 55% of marks in the concerned subject. For Management First Class in MBA.
- B) Accountant: B.Com Graduate with Tally knowledge.
- C) Office Assistant: Any Graduate with Computer Knowledge.



# BHAVAN'S VIVEKANANDA COLLEGE

of Science, Humanities & Commerce  
Sainikpuri, Secunderabad – 500 094.

Reaccredited with 'A' Grade by NAAC

Estd: 1993- Affiliated to Osmania University

Autonomous College

Paste Your  
Passport Size  
Photograph

## Application Form for the Post of Lecturer/Office Assistant/Accountant

- POST APPLIED FOR** : \_\_\_\_\_
1. Name of the Candidate (in Block letters): \_\_\_\_\_
2. Father's / Husband's Name : \_\_\_\_\_
3. Address in Full  
a) Present : \_\_\_\_\_  
\_\_\_\_\_
- Tel. No : \_\_\_\_\_
- Permanent : \_\_\_\_\_  
\_\_\_\_\_
4. Date of Birth (in Christian era) : \_\_\_\_\_

### **ACADEMIC**

1. Give particulars of all the examinations passed and Degrees/Diplomas/ Certificates obtained at the university or the other higher / professional / technical Education, commencing with the Matriculation or equivalent examination ( Attach Xerox Copies)

Examination	Class/Division	% of Marks	Subjects Offered	Medium of Examination	Month & Year	Board/ University
Matric/ High School						
Inter / Higher Sec.						
B.A / B.Sc /BCA/ B.Com / BBA/ B.Li.Sc./B.P.Ed.						
M.A/M.Sc / MBA/ M.Tech / M.Com/ M.Li.Sc./M.P.Ed.						
M.Phil. / Ph.D						

2. Teaching Experience :  
 (Particulars to be given in chronological order)  
 (Attach Xerox Copies)

Name of the Institution	Post Held	Period Service (Month / Year)		Class and Subjects taught
		From	To	
(a)	(b)	(c)		(d)

3. Do you belong to SC/ST/BC/OC/Differently abled : \_\_\_\_\_
4. Outstanding achievement if any, in co-curricular : \_\_\_\_\_  
 activities e.g. Games, Athletics, Dramatics, Music,etc \_\_\_\_\_
5. Are you prepared to join immediately? If selected? \_\_\_\_\_  
 If not how much notice do you require? \_\_\_\_\_
6. Kindly provide the details of two persons who knows you, at least one should be from the last working institution.
- I) Name with Designation: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_  
 Email: \_\_\_\_\_
- II) Name with Designation: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

**DECLARATION**

I solemnly declare that the statements made by me are correct to the best of my knowledge and belief; I also clearly understand that, in the event of my appointment in Bhavan's Vivekananda College, my services are liable to be terminated without notice if the information regarding my age, qualification etc. is found to be wrong or suppressed.

I hereby affirm that there are no police or court cases pending against me, and I have not been convicted by any court of law to the best of my knowledge.

Date:

Signature:

Place:

(Name in Block Letters)