

# Application Form for Obtaining University Official Quarters

**- University of Vocational Technology -**

For the use of the officer in charge of the subject								
ve Staff		Academic – Staff Category		Academic Supportive Staff		<b>Non Academic Staff</b>		Bachelor Quarters

1. Full name and position of the applicant : .....

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2. Service requirement : .....

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3. Permanent address : .....

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4. Temporary address : .....

.....

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5. Marital status : .....

6. Full name of the spouse : .....

(Attach a copy of the birth certificate) .....

7. Whether you are currently living in a : .....

rented/leased house (attach relevant evidence) .....

8. Relationship between the current homeowner and the applicant : .....

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9. Names and dates of birth of sons and unmarried daughters under 18 years of age living with the applicant (Attach copy of birth certificate)	Name : ..... ..... .....	Date of Birth : ..... ..... .....
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10. Whether the applicant has any : .....

physical ailments .....

11. Distance from the present residence : .....  
to this institution (km)

12. Is there a home owned by the applicant/ :  
.....  
spouse/minor? If so, the name of the .....  
owner and the address of the place where .....  
the house is located .....

13. Have you taken a loan from a government :  
.....  
or an approved bank to buy/build a house .....  
or buy land to build a house? .....  
If so, please provide details. ....

14. Spouse's employer/ } Employer : .....  
job and monthly salary }  
and allowances } Occupation : .....  
(attach a letter }  
obtained from } Monthly salary : .....  
the employer) }  
Other allowances :  
.....

15. Number of members expected to remain :  
.....  
in the official quarters

**Evaluation criteria**

- Period after which the name was mentioned in the waiting list after marriage - 01 mark per month maximum score of 06 marks for 6 months.
- For each child living with the applicant (unmarried children under 28 years) - 01 marks each, maximum 04 marks.
- Living in a rent / lease house - 02 marks
- Distance to permanent residence
  - 21-60 km - 01 mark
  - 61-100 km - 02 marks
  - 101 km and above - 03 marks
  
- If the applicant has a serious physical disability that makes it difficult to walk - 01 to 02 marks
- Depending on the nature of their normal duties, the need to reside near the place of work as per the service requirement, officers who should be ready to perform their duties regularly or frequently or at night - 01 to 02 marks.
  
- **I guarantee that the above information is true and correct. If this information is proved to be false, then I am bound to return the quarters already given.**

- I also declare that I agree to all the terms and conditions contained in the agreement regarding the provision of official quarters.

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Date

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Signature of the applicant